

Williamson County

Asset Status Change Form

Print Form

The following asset(s) is(are) considered for: (select one)

- ☐ TRANSFER bet ween county departments
 ☐ TRADE-IN for new assets of similar type for the county
 ☐ DESTRUCTION due to Public Health / Safety
☒ SALE at the earliest auction *
 ☐ DONATION to a non-county entity

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	2003 DELL INSPIRON 8600 - MODEL NO. PP02X	SERVICE TAG GLQK061	C00934	Non-Working
1	SONY DIGITAL STILL CAMERA - MODEL NO. MVC-FD200	SERIAL NO. 384343	N/A	Non-Working

Parties involved:

FROM (Transferor Department): Human Resources

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Lisa R. Zirkle

Suzanne R. Hays

Print Name

Print Name

Lisa R. Zirkle

10/21/10

(512) 943-1604

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee):

Transferee - Elected Official/Department Head/

Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

RECEIVED

OCT 22 2010

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

* If the above asset(s) is (are) listed for sale at auction and no bids are made, the Purchasing Director may dispose of or donate this (these) asset(s). A list of the (these) asset(s) to be donated or disposed of will be sent to the Auditor's Office with a date of donation or disposal.

Forward to County Auditor's Office

This Change Status was approved as agenda item # _____ in Commissioner's Court on _____

If for Sale, the asset(s) was(were) delivered to warehouse on _____ by _____

Tony- 3314

Williamson County

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☐ TRANSFER bet ween county departments☐ TRADE-IN for new assets for the county☒ SALE at the earliest auction☐ DONATION to a non-county entity**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working, Unknown)
1	Wood Flat File w/ hutch	—	—	Working
1	Roll File storage	—	—	Working
1	Metal Flat File Storage	—	—	Working

Parties involved:FROM (Transferor Department): ~~IRS~~ Infrastructure - Engineering Div.

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Joe M England

Lisa Pohlmeier

Print Name

Print Name

Signature

943-3364

Phone Number

Date 10-18-10

TO (Transferee Department/Auction/Trade-in/Donor): Auction

Transferee - Elected Official/Department Head/

Authorized Staff OR Donor - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Print Name

Print Name

Signature

Phone Number

Date

For assets donated to a non-county entity:

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$

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 ☐ DESTRUCTION due to Public Health / Safety
☒ SALE at the earliest auction *
 ☐ DONATION to a non-county entity

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
2	gray rolling arm chairs			working
1	blue rolling arm chair			"
2	gray / blue folding chairs			"

Parties involved:

FROM (Transferor Department): County Judge

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Auction

Transferee - Elected Official/Department Head/

Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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☐ DESTRUCTION due to
Public Health / Safety

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	sign			working

Parties Involved:

FROM (Transferor Department): AuctionTransferor - Elected Official/Department Head/
Authorized Staff:

Contact Person:

Tony Hill

Print Name

Print Name

Signature

Date Phone Number

10-8-10943-3314TO (Transferee Department/Auction/Trade-in/Donor): CHES/Health Ed. (1630)Transferee - Elected Official/Department Head/
Authorized Staff OR Donee - Representative: (If being
approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Ivah Cantu

Print Name

Print Name

Signature

Date Phone Number

Michelle Broddrick, CFOMichelle Broddrick248-3252

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☐ DONATION to a non-county entity

☐ DESTRUCTION due to Public Health / Safety

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	desk w/return			
1	2 drawer, black file cab			
1	tall bookshelf			

Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Tony Hill

T. Hill

Print Name

Print Name

[Signature]

10-19-10

943-3314

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): Infrastructure - Engineering Div.

Transferee - Elected Official/Department Head/

Authorized Staff OR Donor - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

JOE M ENGLAND

LISA Pohlmeier

Print Name

Print Name

[Signature]

10/15/10

943-3364

Signature

Date Phone Number

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Williamson County Vehicle Status Change Form

To be completed by **department** releasing vehicle:

1) Identify Vehicle:				
1FBJS31H1THA73635		ELECTIONS - 492		LC9692
Vehicle Identification Number		Department		Door Number
1082311	1996	FORD	E350	WHITE
License Plate Number	Year	Make	Model	Color
2) Reason for Status Change:				
<input type="checkbox"/> Accident				
Attach: 1. A Damage to County Property Incident Report				
2. The Official Accident Report				
3. A Vehicle Insurance / Litigation Release Form				
<input checked="" type="checkbox"/> High Mileage: List actual mileage 127343				
<input type="checkbox"/> Not mechanically sound				
<input type="checkbox"/> Other: Explain				
3) Elected Official/Department Head/Authorized Staff				
Print Rick Barron		Signature [Signature]		Date 10/18/10

To be completed by **Fleet**: Forward to Fleet Services Manager - Mike Fox

1) Method of Status Change: This vehicle is to be considered for: (Select one)	
<input checked="" type="checkbox"/> SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation	<input type="checkbox"/> TRANSFER between county departments
<input type="checkbox"/> TRADE-IN for new assets of same general type for the county	Comments:
<input type="checkbox"/> SALE to a government entity / civil or charitable organization in the county at fair market value	Receiving Department:
<input type="checkbox"/> OTHER	Elected Official/Department Head/Authorized Staff or Donee Representative:
	Print Name:
	Signature and Date:
	Contact name and Number:
2) <input type="checkbox"/> Vehicle Marked for Auction and moved to Auction Yard	
<input type="checkbox"/> Forward forms and reports to County Auditor's Office	
Print Mike Fox	Signature [Signature] Date 10-20-10