

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	DELL 2001FP 20" MONITOR	CN-OCO646-46633-4B9-17WL		Non-Working

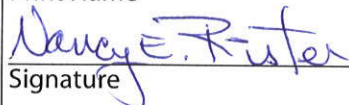
Parties involved:**FROM** (Transferor Department): County Clerk**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Nancy E. Rister

Marilyn Cavender

Print Name

Print Name



October 29, 2010

+1 (512) 943-1549

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

* 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 _____

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
2	5 drawer lateral file cabinet	Hon A 109041 Hon	A 104029	
1	5 drawer vertical file cabinet	Hon	A 109678	

Parties involved:

FROM (Transferor Department):

Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

RECEIVED

Print Name

Print Name

OCT 29 2010

Signature

Date

Phone Number

AUDITOR'S OFFICE
WILLAMSON COUNTY, TEXAS

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

HR

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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 ☐ 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	4 drawer Verticle file cabinet	Hlon	A 106356	

Parties involved:**FROM** (Transferor Department): HR**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Print Name

Print Name

Signature

Date

Phone Number

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

Date

Phone Number

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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
8	Obstruction lighting L810	P/N 860-IR01-001	N/A	Working
1	Communication and Interface box	P/N 150/5345-43E S/N-A0251	N/A	Working
4	Junction boxes	No part#	N/A	Working
3	Tower lights with dome	P/N 303864/865	N/A	Working
	Mounting hardware and brackets			

Parties involved:**FROM** (Transferor Department): Auction**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Print Name

Signature

Print Name

Date Phone Number

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

Signature

Print Name

Date Phone Number

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

Parties involved:

FROM (Transferor Department): Inner Loop Warehouse - ITS

Transferor - Elected Official/Department Head/Authorized Staff:

Contact Person:

Tony Hill

Tony Hill

Print Name

Print Name

Signature

Date Phone Number

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

Transferee - Elected Official/Department Head/

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

Contact Person:

Deborah M. Hunt

Kathryn Morehouse

Print Name

Print Name

Signature

Date Phone Number

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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	HP Scanjet G4010	CN74XA61S9	CNT74XA1MV	Working

Parties involved:**FROM** (Transferor Department): Commissioner, Precinct 2**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Kathy Grimes

Kathy Grimes

Print Name

Print Name

Signature

October 27, 2010

Date

260-6514

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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☐ **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	HP DeskJet 950C color printer	MY0341127D	N/A	Working
1	Canon FaxPhone B640	UKQ51180	N/A	Working
1	Canon FaxPhone B95, (slightly used)	UKD19399	N/A	Working
1	Fellows EXL-95 laminating machine	CRC52299	N/A	Non-Working
1	Sony M-2020, Dictaphone (machine works but not power adapter)	SN: 1543861	N/A	Unknown

Parties involved:

FROM (Transferor Department): Dept. 562 DPS/ABC

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Vickie Leggitt

Vickie Leggitt

Print Name

Print Name

Vickie Leggitt

Signature

930-3984

Phone Number

Date October 26, 2010

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

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

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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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
7	17" monitors			
1	Dell 4550	4B9B821	c 189	
1	Dell 4600	GFERRK31	c 164	
1	Dell 4700	947Z861	c 639	
1	Dell 4700	1Z7Z861	c 641	

Parties involved:**FROM** (Transferor Department): Juvenile**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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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell 4550	D99B821	c 150	
1	Dell 4550	179B821	c 156	
1	Dell GX280	9J75K 71	c 882	
1	Dell GX280	1PCQW 71	c 1162	
1	Dell GX 280	C2PL 881	c 914	

Parties involved:**FROM** (Transferor Department):

Juvenile

Transferor - Elected Official/Department Head/**Authorized Staff:****Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

Robyn Murray

512-943-3220

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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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	HP Laserjet 5	USKC303840	I 24	
1	HP Deskjet 6127	M43983B12C		
1	HP Fax 1010	CN433AH3GC		
1	Epson e86	FXU4741197		
1	HP Deskjet 694c	CN8781KQWZ		

Parties involved:**FROM** (Transferor Department): Juvenile
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Print Name

Print Name

Signature

Date Phone Number

Robyn Murray
 512-943-3220
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

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell GX520	3DC1 K91	c1089	
1	Dell GX520	HDC1 K91	c1099	
1	Dell GX520	6FC1 K91	c1103	
1	Dell GX520	2FC1 K91	c1086	
3	box of assorted keyboards, mice, + speakers			

Parties involved:**FROM** (Transferor Department): Juvenile
**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
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Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell GX280	6M7SK 71	C879	
1	Dell GX520	4FC1K91	C1102	
1	Dell GX520	FFC1K91	C1104	
1	Dell GX520	8DC1K91	C1100	

Parties involved:**FROM** (Transferor Department): Juvenile**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

Robyn Murray512-943-3220**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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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	HP Deskjet 6127 (9/14/04)	MY49E3B0WX	100174	working
1	HP Deskjet 6127 (2/16/05)	MY52G4B15M	?	working
1	HP Scanjet 5590	CN6CNSR0WF	?	working
1	Kensington Adjustable Footrest	—	?	working
1	Full Back office Chair	—	?	working

Parties involved:
FROM (Transferor Department): Williamson County Constable, Pct. 3
Transferor - Elected Official/Department Head/**Authorized Staff:****Contact Person:**Theresa LockPati Speed

Print Name

Print Name

Signature

Date Phone Number

943-147211-01-2010 943-1436
TO (Transferee Department/Auction/Trade-in/Donor): Warehouse Manager: Tony Hill
Transferee - Elected Official/Department Head/**Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)**Contact Person:**Tony Hill

Print Name

Print Name

Signature

Date Phone Number

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Motorola wall mount for multiple -unit Battery Chargers	# NLN 7967A	—	working

Parties involved:

FROM (Transferor Department): Williamson County Constable, Pct. 3

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Thevesa Lock

Pati Speed

Print Name

Print Name

Signature

Date

Phone Number

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

Transferee - Elected Official/Department Head/

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

Contact Person:

Tony Hill

Print Name

Print Name

Signature

Date

Phone Number

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Windbreaker (torn, old)	n/a	n/a	Non-Working
11	BDU Pants (buttons missing, old, faded)	n/a	n/a	Non-Working
7	Tactical Shirts (buttons missing, torn)	n/a	n/a	Non-Working
10	Dress pants (old, worn, faded)	n/a	n/a	Non-Working
	***** all insignias have been removed *****			

Parties involved:
FROM (Transferor Department): 570 Corrections

**Transferor - Elected Official/Department Head/
Authorized Staff:**

L.C. Marshall

Print Name

Signature

ID: 26.10

Date

Contact Person:

Tammy Hill #12015

Print Name

+1 (512) 943-1324

Phone Number

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

Date

Phone Number

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Asset List:

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

Parties involved:
FROM (Transferor Department): 560 Law Enforcement

Transferor - Elected Official/Department Head/Authorized Staff:

LC Marshall

Print Name



Signature

October 26, 2010

Date

Contact Person:

Paul Swisher

Print Name

+1 (512) 943-1349

Phone Number

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

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[illegible]

ALL INSIGNIAS HAVE BEEN REMOVED - NOT SUITABLE FOR REISSUE