

Williamson County

Asset Status Change 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	Tan 4-drawer file cabinet			working

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

Print Name

Print Name

Signature

Date

Phone Number

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



Williamson County

Vehicle Status Change Form

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

1) Identify Vehicle:	
1R9BSE508SL008417	210
Vehicle Identification Number	Department
9021397	1995
License Plate Number	Year
RANCO	20-40
Make	Model
	WHITE
	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 Hub-odometer was not install until late in life cycle est miles 250,000	
<input type="checkbox"/> Not mechanically sound	
<input checked="" type="checkbox"/> Other: Explain	
Unit has reached the end of its life cycle and its replacement has been put into service.	
Maintenance costs have exceeded purchase price.	
3) Elected Official/Department Head/Authorized Staff	
Print	GREG BERGERON
Signature	<i>Greg Bergeron</i>
Date	11/05/10

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="radio"/> SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation	<input type="radio"/> TRANSFER between county departments
<input type="radio"/> TRADE-IN for new assets of same general type for the county	Comments:
<input type="radio"/> SALE to a government entity / civil or charitable organization in the county at fair market value	Receiving Department:
<input type="radio"/> 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 Jr
Signature	<i>Mike Fox Jr</i>
Date	11-5-10