

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	Dell PowerEdge 2650 server	CPJSB21	C02407	Non-Working
1	Inspiron 8600 laptop	F0HLY41	C00613	Non-Working
1	Optiplex GX280 pc	6M7SK71	C00879	Non-Working
1	Inspiron 8200 laptop	83J2821		Non-Working
1	Optiplex GX520 pc	FFC1K91	C01104	Non-Working

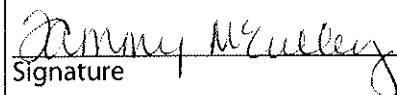
Parties involved:**FROM** (Transferor Department): Technology Services**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Tammy McCulley

Tammy McCulley

Print Name

Print Name



March 9, 2011

+1 (512) 943-1455

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:**

Tony Hill

Tony Hill

Print Name

Print Name

March 9, 2011

+1 (512) 943-3314

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Date

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* 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.

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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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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell P190s 19" monitor	CN-ORNMH6-74445-06U-145L		Non-Working
1	Dell P170s 17" monitor	CN-OC2JMK-74445-08B-BK5U		Non-Working
1	Samsung 20" WFP monitor, Model 906BW	ME19HVB633579Y		Non-Working
1	Dell 1800FP 18" monitor	MX07R4774832335EOAS7		Non-Working
1	Dell 1704FP 17" monitor	CN-OY4299-71618-561-AK33		Non-Working

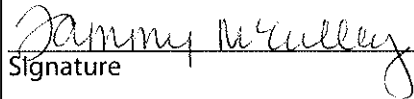
Parties involved:**FROM** (Transferor Department): Technology Services**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

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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 docking station	CN-06U643-42940-445-016D		Non-Working
1	Dell docking station	CN-06U643-42940-4BU-002G		Non-Working
1	Weidmuller PC/Cable check 1570			Non-Working
1	Dell Fan kit	CN-OH2678-17972-831-0968		Non-Working
1	Pitney Bowes Model D-642 dictaphone			Working

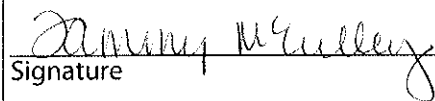
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Tammy McCulley

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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	Avaya 4612 IP phone	A31656643564		Non-Working
1	Avaya 4606 IP phone	041641542045		Non-Working
1	Avaya 4606 IP phone	041641542081		Non-Working
1	Avaya 4606 IP phone	041641542077		Non-Working
1	Avaya 4606 IP phone	041641542118		Non-Working

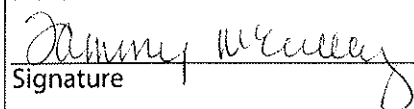
Parties involved:**FROM** (Transferor Department): Technology Services**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

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1	Avaya 4606 IP phone	041641542072		Non-Working
1	Avaya 4606 IP phone	041641542054		Non-Working
1	Avaya 4606 IP phone	041641542049		Non-Working
36	Printronix ribbons (NEW) #107675-007			Working
2	Oki PaceMark 3410 ribbons (NEW) #52105801			Working

Parties involved:

FROM (Transferor Department): Technology Services

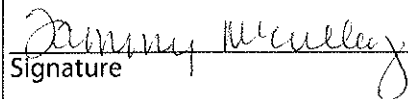
Transferor - Elected Official/Department Head/**Authorized Staff:****Contact Person:**

Tammy McCulley

Tammy McCulley

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Print Name



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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 4250N printer	CNRXL30260		Non-Working
1	HP 4100N printer	USBNH41828		Non-Working
1	HP 5550c scanner	SG31H3110R		Non-Working
1	Dell keyboard	CN-04N454-37172-48H-029E		Non-Working
1	Logitech keyboard	868017-0403-SY938UK		Non-Working

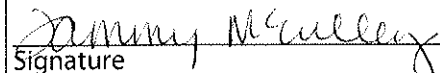
Parties involved:**FROM** (Transferor Department): Technology Services**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Tammy McCulley

Tammy McCulley

Print Name

Print Name



March 9, 2011

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March 9, 2011

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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 Dimension 4300 pc	2CCW411	C00356	Non-Working
1	Dell Dimension 4700 pc	98JBR61	C00574	Non-Working
	(PC's located at ITS)			


Parties involved:**FROM** (Transferor Department): JP#3
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Melissa Goins

Melissa Goins

Print Name

Print Name



March 9, 2011

+1 (512) 943-1508

Signature

Date

Phone Number

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Contact Person:

Tony Hill

Tony Hill

Print Name

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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	Dell Optiplex GX280 pc	54PGG81	C00922	Non-Working
	(PC located at ITS)			

Parties involved:

FROM (Transferor Department): Human Resources


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

Lisa Zirkle

Lisa Zirkle

Print Name

Print Name



March 9, 2011

+1 (512) 943-1530

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:**

Tony Hill

Tony Hill

Print Name

Print Name

March 9, 2011

+1 (512) 943-3314

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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	DESKJET PRINTER HP - MODEL 6127	MY52G4B15F		Working
1	DESKJET PRINTER HP - MODEL 6127	MY52G4B0YT		Working
1	DESK TOP MONITOR - DELL	CN-0Y4299-7161859P-CB33		Working
1	DESK TOP MONITOR - DELL	CN-OCC388-71618-68B-ABS7		Working
1	DESK TOP MONITOR - DELL	CN-0Y4299-71618-59P-CB3A		Working

Parties involved:
FROM (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3

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

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

March 9, 2011 +1 (512) 943-1436

Date Phone Number

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

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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	DESK TOP MONITOR - DELL	CN-0Y4299-71618-59P-CA6G		Working
1	DESK TOP MONITOR - DELL	CN-OCC388-71618-68B-ACW1		Working
				Working
				Working
				Working

Parties involved:
FROM (Transferor Department): WILLIAMSON COUNTY CONSTABLE PCT. 3

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

THERESA LOCK

THERESA LOCK

Print Name

Print Name

Signature

 March 9, 2011 +1 (512) 943-1436
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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)
64	AVAYA 4606 IP black desk phones			Working
14	Misc. desk phones and phone cables			
11	Black phone stands			
12	AVAYA 4624 IP black desk phones			Working
17	AVAYA 4612 IP black desk phones			Working

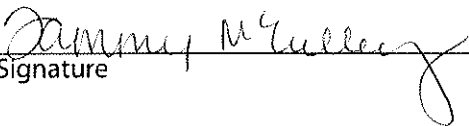
Parties involved:**FROM** (Transferor Department): ITS
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Tammy McCulley

Jayme Hill

Print Name

Print Name



3-8-11

+1 (512) 943-1450

Signature

Date

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1	Dimension 4600	SN C00GX51	C00742	Working
1	Optiplex 520	SN 7DB3N81	C00951	Working
1	Optiplex GX280	SN FKXT881	C00912	Working
1	Optiplex GX620	SN DZ74N81	C00969	Working
1				Working

Parties involved:

FROM (Transferor Department): County Clerk

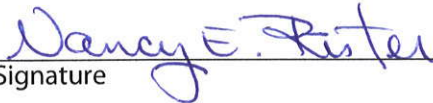
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Nancy E. Rister

Marilyn Cavender

Print Name

Print Name



3-4-2011 943-1549

Signature

Date Phone Number

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1	Laserjet 4+	SN USFB131042	A108052	Working
1	Fujitsu M3096EX	SN 5268	C00101	Working
1	Fujitsu M3096EX	SN6515	C00053	Working
1				Working
1				Working

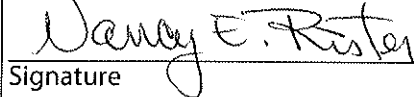
Parties involved:**FROM** (Transferor Department): County Clerk
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Nancy E. Rister

Marilyn Cavender

Print Name

Print Name



3-4-2011 943-1549

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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:

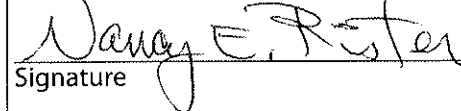
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell 20" Flat Panel Monitor	CN-OCO646-46633-561-14DL		Non-Working

Parties involved:
FROM (Transferor Department): _____ County Clerk

Transferor - Elected Official/Department Head/
Authorized Staff:

Nancy E. Rister

Print Name



Signature

Contact Person:

Marilyn Cavender

Print Name

+1 (512) 943-1549

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 _____

Williamson County

Asset Status Change Form

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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)
1	Dimension 4700	J4ML461	C00725	Working
1	Dimension 4700	86ML461	C00724	Working
1	Dimension 4700	56ML461	C00716	Working
1	Dimension 4600	410GX51	C00718	Working
1	Dimension 4100	6F1B001	C00719	Working

Parties involved:
FROM (Transferor Department): County Clerk

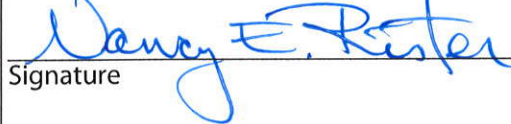
**Transferor - Elected Official/Department Head/
Authorized Staff:**
Contact Person:

Nancy E. Rister

Marilyn Cavender

Print Name

Print Name



3-2-2011 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

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Williamson County

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☒ 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	Dimension 4700	H5ML461	C00720	Working
1	Dimension 4700	D4ML461	C00721	Working
1	Dimension 4700	45ML461	C00722	Working
1	Dimension 4700	F5ML461	C00723	Working
1	Dimension 4700	D6ML461	C00726	Working

Parties involved:

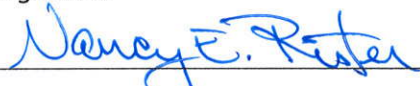
FROM (Transferor Department): County Clerk

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

Nancy E. Rister

Print Name

Signature



3-2-2011

Date

Marilyn Cavender

Print Name

943-1549

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.)

Print Name

Signature

Date

Print Name

Phone Number

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Williamson County

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 ☐ 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	Optiplex GX280	9KXT881	C00911	Working
1	Optiplex GX280	CKXT881	C00910	Working
1	Dimension 4600	G00GX51	C00744	Working
1	Dimension 4600	J00GX51	C00746	Working
1	Dimension V400	156DM	C00432	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



3-2-2011

943-1549

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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Williamson County

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 ☐ 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	Optiplex GX520	6DB3N81	C00952	Working
1	Dimension 4700	46ML461	C00717	Working
1				Working
1				Working
1				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



3-2-2011

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

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Williamson County

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 ☐ DESTRUCTION due to Public Health / Safety
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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)
8	Microsoft Office 2000		N/A	Working
1	Microsoft Office 97		N/A	Working
4	PC Anywhere NT		N/A	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



3-2-2011 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

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Williamson County

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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 Dimension 4500	SU G9DHV11	C00416	yes

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

Print Name

Marilyn Cavender

Print Name

Nancy E. Rister

Signature

943-1549

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.

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Williamson County

Asset Status Change Form

Print Form

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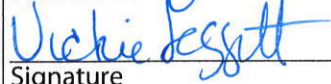
Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell Dimension 4700 pc	316P761	C00693	Non-Working
	(pc located at ITS)			

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

Vickie Leggitt

Print Name



Signature

March 9, 2011

Date

Contact Person:

Vickie Leggitt

Print Name

+1 (512) 930-3115

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.)

Tony Hill

Print Name

Signature

March 9, 2011

Date

Tony Hill

Print Name

+1 (512) 943-3314

Phone Number

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Williamson County

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☒ SALE at the earliest auction *

☐ DONATION to a non-county entity

☐ DESTRUCTION due to Public Health / Safety

Asset List:

(* Cleared by Communications to go to auction)

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	CP200 Radio	018TDE7134		Non-Working
1	CP200 Radio	018TGAM091		Non-Working
1	CP200 Radio	018TFEQ098		Non-Working
1	CP200 Radio	018THAG209		Non-Working

Parties Involved:

FROM (Transferor Department): Juvenile Detention

Transferor - Elected Official/Department Head/Authorized Staff:

Kurt Hundl or Sal Lopez

Print Name

Contact Person:

Cheryl Wright

Print Name

Signature

Date

943-3252

Phone Number

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

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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Williamson County

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 ☐ 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)
36	Binders, various sizes and colors			working

Parties involved:FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Tony HillT. Hill

Print Name

Print Name

Signature

Date

Phone Number

3-8-11943-3314TO (Transferee Department/Auction/Trade-in/Donee): Road + Bridge

Transferee - Elected Official/Department Head/

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

Contact Person:

Bob DaighLydia Linden

Print Name

Print Name

Signature

Date

Phone Number

3/9/11943-3330

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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	HP 1055CM Design Jet Plotter	ESA9517799	100265	Working

Parties involved:**FROM** (Transferor Department):Technology Services**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**Tammy McElleyTammy McElley

Print Name

Print Name

Tammy McElley3/2/11512.943.1455

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donor):Sheriff's Office (560) - CID - crime analyst**Transferee - Elected Official/Department Head/****Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)**Contact Person:**L.C. Marshall

Print Name

Print Name

L.C. Marshall3/7/11

Print Name

Signature

Date Phone Number

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Williamson County

Asset Status Change Form

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- ☐ TRANSFER between 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)
9	Nextel cell phones	na	na	Working
1				

Parties Involved:

FROM (Transferor Department): Parks Department

Transferor - Elected Official/Department Head/Authorized Staff:

Jim Rodgers

Print Name

Signature

Contact Person:

Benita Bonner

Print Name

+1 (512) 260-4267

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Victim's Assistance c/o Sheriff's Office

Transferee - Elected Official/Department Head/Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Shelly James

Print Name

Signature

Contact Person:

Shelly James

Print Name

512 943-1373

Date Phone Number

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Williamson County

Asset Status Change Form

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☐ SALE at the earliest auction * ☐ 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)
	see attached spreadsheet			Non-Working
				Working
				Working
				Working
				Working

Parties involved:**FROM** (Transferor Department): 560 Law Enforcement Inventory**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

LC Marshall

Paul Swisher

Print Name

Print Name

Signature

January 5, 2011 +1 (512) 943-1349

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Crime Scene for Destruction**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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[illegible]

ALL INSIGNIAS HAVE BEEN REMOVED - NOT SUITABLE FOR REISSUE