

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	Brother EM-430 Electronic Typewriter	Serial No. G38445761	n/a	Working
1	Hewlett Packard Laser Jet 6L Printer	Serial No. USHB484862	100451	Working
1	Hewlett Packard Laser Jet 4P Printer	Serial No. USCB181690	100449	Working
600	Law Books (Southwestern Reporter; Search & Seizure Legislative)	n/a	n/a	Working

Parties involved:
FROM (Transferor Department): Williamson County District Attorney
Transferor - Elected Official/Department Head/
Authorized Staff:
Contact Person:
Judy Kocian
Judy Kocian
Print Name
Print Name
May 11, 2011
+1 (512) 943-1207
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 _____

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 SX620	2W9GX21	C00072	Working
1	HP 4050N		I00072	Working
1	HP 4050N		I00065	Working
1	CANNON SCANNER	NP6012	WYTLX	Non-Working
1	HP 4050N		I00072	Working

Parties involved:FROM (Transferor Department): Georgetown Tax Office

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Deborah HuntJEFF THIEL

Print Name

Print Name

Deborah M. Hunt5/10/11943-32783528

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 _____

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	IBM TYPEWRITER	IBM	NA	Non-Working
1	SHARP FO4400 FAX	57266 OR 37111544	57266	Working
1	DELL 4600 PC	HKSLQ41	C00301	Working
1	DELL 4600 PC	3LSLQ41	C00520	Working
1	DELL GX620 PC	5G36SB1	C01225	Working

Parties involved:**FROM** (Transferor Department): Property Tax**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**Deborah HuntJEFF MIEL

Print Name

Print Name

Deborah M. Hunt5/10/11943 3528

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 _____

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 GX620	3G36SB1	C01224	Working
1	DELL GX620	B3H36C1	C01523	Working
1	DELL SX260	6W9GX21	C00300	Working
1	DELL SX260	GW9GX21	C00298	Working
1	DELL SX260	HS9GX21	C00243	Working

Parties involved:**FROM** (Transferor Department): PROPERTY TAX**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:***Deborah Hunt**Jeff Mirel*

Print Name

Print Name

*Deborah M. Hunt**5/10/11*

Signature

Date Phone Number

*943-3528***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

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 SX260	DS9GX21	C00290	Working
1	DELL SX260	FS9GX21	C00931	Working
1	DELL SX260	3V9GX21	C01605	Working
1	DELL SX260	CT9GX21	C00295	Working
2	DELL 17" LCD MONITORS	NA	NA	Working

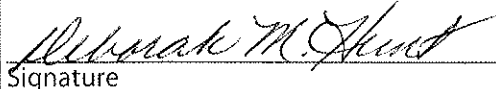
Parties involved:**FROM** (Transferor Department): PROPERTY TAX**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Deborah Hunt

JEFF TRIEL

Print Name

Print Name



5/10/11

943.3578

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 _____

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

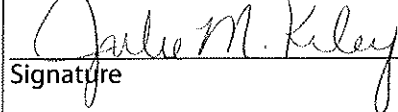
Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	HP 6980 Printer	MY61M7Q0BH		Non-Working
1	Printer Docking Station			Working

Parties involved:**FROM** (Transferor Department): Auditor's Office**Transferor - Elected Official/Department Head/****Authorized Staff:**

Julie Kiley

Print Name



Signature

Contact Person:

Michelle McMinn

Print Name

+1 (512) 943-1562

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

Vehicle Status Change Form

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

1) Identify Vehicle:		CONSTABLE PCT#3		3B0516	
1FTPW12535FA37463		Department		Door Number	
Vehicle Identification Number					
893414	2005	FORD	F150 CREW CAB	WHITE	
License Plate Number	Year	Make	Model	Color	

2) Reason for Status Change:

☐ Accident

Attach:

- 1. A Damage to County Property Incident Report
- 2. The Official Accident Report
- 3. A Vehicle Insurance / Litigation Release Form

☐ High Mileage: List actual mileage _____

☐ Not mechanically sound _____

☒ Other: Explain TRANSFER TO IT (TECHNOLOGY SERVICES)
Records Mgt and Preservation - Co Wide (0390-0390)

3) Elected Official/Department Head/Authorized Staff

Print Theresa Lock Signature [Signature] Date 5-5-2011

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)

☐ SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation

☐ TRADE-IN for new assets of same general type for the county

☐ SALE to a government entity / civil or charitable organization in the county at fair market value

☐ OTHER _____

☒ TRANSFER between county departments

Comments: _____

Receiving Department: Records Mgt & Presrv - Co Wide

Elected Official/Department Head/Authorized Staff or Donee Representative:

Print Name: Jay Schade

Signature and Date: [Signature] 5-10-11

Contact name and Number: Tammy McCulley 943-1455

2) ☐ Vehicle Marked for Auction and moved to Auction Yard

☐ Forward forms and reports to County Auditor's Office

Print Mike Fox Signature [Signature] Date 5-13-11