

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	Sony Trinitron Multiscan 220GS	Serial No. 8013100	n/a	Working
1	Dell tower XPST550	n/a	C00787	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

Signature

Date +1 (512) 943-1207

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

RECEIVED

MAY 23 2011

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 _____

Williamson County

Asset Status Change Form

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- ☐ TRANSFER bet ween county departments ☐ TRADE-IN for new assets of similar type for the county
☒ 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)
1	metal Cabinet	A 104278	a 104278	Working

Parties involved:

FROM (Transferor Department): County Commissioner office pct 4

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Pete Correa

Pete Correa

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

* 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 _____

Williamson County

Asset Status Change Form

Print Form

Michelle Martin

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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)
	see attached sheet			working
	Road + Bridge office furniture			

Parties involved:

FROM (Transferor Department):

Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Tony Hill

Print Name

Signature

Contact Person:

Tony Hill

Print Name

Date Phone Number

5-11-11

943-3314

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

Road + Bridge

Transferee - Elected Official/Department Head/

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

J. Terron Evertson

Print Name

Signature

Contact Person:

Lydia Linder

Print Name

Date Phone Number

5/19/11

943-3369

* 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 _____

get into job
furniture

2 weeks

Transfer Sheet

Road and Bridge office furniture

- 9 rolling desk chairs, all different colors
- 6 green rolling office chairs
- 2 green chairs with wooden backs and arms
- 5 maroon chairs with wooden backs and arms
- 1 brown desk with 4 drawers
- 1 brown desk with 2 drawers
- 1 small dark brown shelf
- 1 light brown desk with arm
- 2 tan filing cabinets
- 1 oak desk with 7 drawers
- 1 large TV
- 20 tan rolling chairs with brass studs
- 2 blue padded folding chairs
- 1 small shelf with 3 shelves inside
- 1 small entertainment system, with rotating top, and 2 cabinets
- 1 rolling cart with 2 shelves
- 1 large desk shelf attachment with 4 drawers
- 1 light brown desk
- 1 black metal desk with wooden top and 6 drawers
- 1 black metal desk with wooden top and 5 drawers
- 2 gray metal desks
- 1 small rolling cart with shelves
- 1 gray rolling TV cart with black Plexiglas doors
- 1 maple colored desk with 1 drawer and counter top
- 2 tan large metal storage cabinets, with 7 shelves each
- 1 gray 4 drawer file cabinet
- 1 tan 4 drawer file cabinet
- 2 tan medium metal storage cabinets, with 5 shelves each
- 1 tan large metal storage cabinet with, 8 shelves and no top
- 1 desk with 2 drawers
- 1 maple colored desk with 2 drawers and right return
- 2 black end tables
- 1 small hallway table with granite top
- 1 dark brown desk with bottom foot shelf
- 1 small desk with 1 side shelf



Williamson County

Vehicle Status Change Form

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

1) Identify Vehicle:

2FAFP71W0XX242581

PCT 2 CONSTABLE

2A9912

Vehicle Identification Number

Department

Door Number

104-LFH

1999

FORD

CROWN VICTORIA

WHITE

License Plate Number

Year

Make

Model

Color

2) Reason for Status Change:

☐ Accident

Attach:

1. Williamson County Fleet Incident/Crash/Vandalism Report
2. The Official Accident Report
3. A Vehicle Insurance / Litigation Release Form

☒ High Mileage: List actual mileage 97,955

☐ Not mechanically sound

☐ Other: Explain RETIRED FROM SERVICE

3) Elected Official/Department Head/Authorized Staff

Print

RANDOLPH DOYER

Signature

Randolph Doyer

Date

5/13/11

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

☐ TRANSFER between county departments

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

Comments: _____

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

Receiving Department: _____

☐ OTHER _____

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

Print Name: _____

Signature and Date: _____

Contact name and Number: _____

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

5-18-11



Williamson County

Vehicle Status Change Form

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

1) Identify Vehicle:				
2FAFP71W91X116727		PCT 2 CONSTABLE		2A0105
Vehicle Identification Number		Department		Door Number
442-MPX	2001	FORD	CROWN VICTORIA	WHITE
License Plate Number	Year	Make	Model	Color
2) Reason for Status Change:				
<input type="checkbox"/> Accident				
<u>Attach:</u> 1. Williamson County Fleet Incident/Crash/Vandalism Report				
2. The Official Accident Report				
3. A Vehicle Insurance / Litigation Release Form				
<input checked="" type="checkbox"/> High Mileage: List actual mileage 97,999 104,819				
<input type="checkbox"/> Not mechanically sound				
<input type="checkbox"/> Other: Explain RETIRED FROM SERVICE				
3) Elected Official/Department Head/Authorized Staff				
Print RANDOLPH DOYER		Signature Randolph Doyer		Date 5/13/11

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	Signature [Signature] Date 5-18-11