

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	HP Laser Jet Printer, 4050N	Ser. # USQF090960	100195	Non-Working
1	Generator, portable 3.6 KVA, Yamaha EF4000DVE	73R - 000497	A11239	Non-Working
1	Computer Dell, Mod. # WHL	Ser. # 2J55321	C00674	Working
2	Key Board, Dell Mod. # Sk-8110			Non-Working
1	Wheel barrel , plastic, (torn)			Non-Working

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

Gary Wilson

Print Name

Signature

Contact Person:

James Whetston

Print Name

+1 (512) 943-1599

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

Signature

Print Name

Date Phone Number

RECEIVED

JUL 14 2011

CLERK'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 _____

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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	Black Secretary Rolling Stool		A106290	Working
				Working
				Working
				Working
				Working

Parties involved:

FROM (Transferor Department): JP2

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Edna Staudt

Delma Doggett

Print Name

Print Name

Signature

Date

260-4218

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	Round 48" Table		None	Working
1	Lucent 8410B Telephone	SN 98SP48395744	None	Working
1	Lucent 8410B Telephone	SN 98SP48395764	None	Working
5	3 Ring Binders			Working
5	Phone Jack Boxes			Working

Parties involved:

FROM (Transferor Department): JP2

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

Edna Staudt

Delma Doggett

Print Name

Print Name



260-4218

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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☐ 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	Computer Table		A104170	Working
1	Computer Table		A111372	Working
1	Computer Stand		A111318	Working
1	Credenza		no #	Working

Parties involved:

FROM (Transferor Department): Extension Services

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Donna Colburn

Print Name

Signature

Print Name

+1 (512) 943-3300

Date Phone Number

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

Print Name

Signature

Print Name

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)
	HP LaserJet 2430n	CNGDJ67721	100391	Working

Parties involved:**FROM** (Transferor Department): County Court of Law #2**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Tim L. Wright

Kevin J. Kracht

Print Name

Print Name

Signature

July 19, 2011

943-1410

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	Large Desk		No tag	Working

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

Donna Colburn

Print Name

Print Name

Signature

Date Phone Number

+1 (512) 943-3300

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

Donna Harrell

Print Name

Print Name

Signature

Date Phone Number

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