

FrmAudASCF01 revision 8/24/09

Williamson County

Asset Status Change Form

**The following asset(s) is(are) considered for: (select one)**

- ☐ 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)
1	Microfilmer	361233 Model PP504M		Working
5	Towers	C00436, C00658, C00381, C00440, C00377		Working
5	Towers	C00001, C00447, C00378, C00448, C00449		Working
1	Tower	C00379		Working
1	Letter Opener	ZM131223		Working

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

LisaDavid

Teresa Maskunas

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.

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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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
	Misc.-Electric Staplers, Calculators			Non-Working

Parties involved:
FROM (Transferor Department): District Clerk
Transferor - Elected Official/Department Head/
Authorized Staff:
Lisa David
Contact Person:
Teresa Maskunas

Print Name

Print Name

Signature

Date Phone Number

512-943-1212
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

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Asset (Working, Non-Working)
1	Harman Kardon Speaker	Model HK395		Working
4	Printer Cabinets			
8	Computer Mouses			Unknown
5	Keyboards			Working
7-sets	Speakers			Unknown

Parties involved:
FROM (Transferor Department): District Clerk

Transferor - Elected Official/Department Head/
Authorized Staff:

Lisa David

Contact Person:

Teresa Maskunas

Print Name

Signature

Print Name

512-943-1212

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	Gateway 2000 Tower		C00376	Non-Working
1	Gateway 2000 Tower	Serial #0007904039		Non-Working
1	Okidata Microline 59 Pin Printer	Model #B2KML590		Non-Working
1	Okidata LED Page Printer OL400E	Serial #403A0140126		Non-Working
1	Okidata LED Page Printer OL810E	Serial# 705A1030645		Non-Working

Parties involved:
FROM (Transferor Department): District Clerk

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

Lisa David

Teresa Maskunas

Print Name

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Signature

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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	Check endorser		100454	Working
1	Okidata Microline Printer		100044	Working
1	Microline 321 Printer	302C0457423		Working
1	Laser Jet-HP		100131	Working
1	Gateway Monitor	HDE2K7033756		Working

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

Lisa David

Teresa Maskunas

Print Name

Print Name

Signature

Date Phone Number

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**Transferee - Elected Official/Department Head/
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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	Microline Pin Printer		100036	Working
1	Microline Pin Printer		100037	Non-Working
1	HP Desk Jet 6127	S/N MY4543BOHV		Working
1	HP Desk Jet 895 CXI	S/N SG92M1WIOV		Working
1	Printex Form Master Printer 8003			Working

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

Lisa David

Print Name

Signature

Teresa Maskunas

Print Name

+1 (512) 943-1212

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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 ☐ DESTRUCTION due to Public Health / Safety
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 ☐ DONATION to a non-county entity

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer (serial, service tag or VIN)	County Tag	Condition of Asset (Working/Non-Working)
1	Scanner		000002	Non-Working
1	Scanner		000003	Non-Working
1	Scanner		Unknown	Non-Working
1	Okidata Pacemark 3410		100046	Working
1	Gateway Monitor	15009A785585		Working

Parties involved:
FROM (Transferor Department): District Clerk

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

Lisa David

Teresa Maskunas

Print Name

Print Name

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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Print 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
				Non-Working
				Non-Working
				Non-Working
				Non-Working

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

Chief LC "Tony" Marshall

Paul Swisher

Print Name

Print Name

Signature

July 22, 2011 +1 (512) 943-1349

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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Quantity	Description (year, make, model, etc.)	Manufacturer ID # (serial, service tag, or VIN)	County Tag#	Condition of Assets (working, non- working, unk)
8	Class A pants (worn, torn, faded)	n/a	n/a	non-working
3	5.11 Khaki pants (worn, torn, faded)	n/a	n/a	non-working
16	Class B short sleeve shirts (worn, torn, faded)	n/a	n/a	non-working
6	Class A long sleeve shirts (worn, torn, faded)	n/a	n/a	non-working
1	Olympus FE-25 digital camera	W59A08910	BC#02393	non-working
1	Paint Ball Rifle	R09927	BC#00841	non-working
1	Paint Ball Rifle	R09432	BC#02395	non-working
1	Paint Ball Rifle	R10008	BC#02396	non-working
1	Paint Ball Rifle	R09998	BC#02397	non-working
1	Paint Ball Pistol	P12783	BC#01166	non-working
1	Paint Ball Pistol	P12856	BC#01167	non-working
1	Paint Ball Pistol	P12805	BC#01170	non-working
1	Paint Ball Pistol	P12858	BC#01173	non-working
1	Paint Ball Pistol	P12901	BC#01174	non-working
1	Paint Ball Pistol	P12837	BC#01177	non-working
1	Paint Ball Pistol	P12791	BC#01188	non-working
1	Paint Ball Pistol	P12842	BC#01189	non-working
3	Motorcycle Radio Box (not compatible, obsolete)	HLN1446A	n/a	working
1	RCA TV 27" 27R410T	F106CF0K5	n/a	working

ALL INSIGNIAS HAVE BEEN REMOVED - NOT SUITABLE FOR REISSUE

Williamson County

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Asset List:

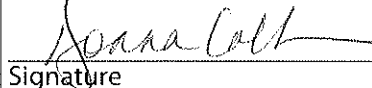
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
7	stackable chairs			Working
1	desk chair			Working
1	Computer Stand		A11372	Working
1	Corner computer desk			Working
1	Printer stand			Working

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

Donna Colburn

Print Name

Print Name



 7/27/11
 Date

 +1 (512) 943-3300
 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:

Print Name

Print Name

Signature

Date Phone Number

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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	Filing Cabinet		A110029	Working
1	Large Desk		A1110049	Working
1	End Table		A111369	Working

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

Donna Colburn

Print Name

Signature

Contact Person:

Donna Colburn

Print Name

+1 (512) 943-3300

Date Phone Number

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.)

Lydia Linden

Print Name

Signature

Terron Evertson

Contact Person:

Lydia Linden

Print Name

Date Phone Number

7/26/11

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.

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