

# Williamson County

## Asset Status Change Form

Print Form

sent  
8/20**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 deskjet 9800 printer	MY7762Z092		Working
1	Dell Poweredge SC1435 server	JD907C1	C02436	Non-Working

**Parties involved:**

FROM (Transferor Department): Information Technology Services

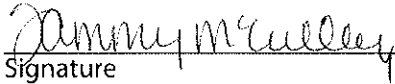
**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Tammy McCulley

Tammy McCulley

Print Name

Print Name



August 30, 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

August 30, 2011

+1 (512) 943-3314

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 \_\_\_\_\_

sent  
8/30

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- ☐ TRANSFER bet ween county departmerits   
 ☐ 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 spreadsheet			Non-Working
				Non-Working
				Non-Working
				Non-Working
				Non-Working

**Parties involved:**

**FROM** (Transferor Department): 570 Corrections

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

LC Marshall

Print Name

Signature

August 26, 2011

Date

**Contact Person:**

Emily Hajda

Print Name

+1 (512) 943-1324

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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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 \_\_\_\_\_

[illegible]

ALL INSIGNIAS HAVE BEEN REMOVED - NOT SUITABLE FOR REISSUE

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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)
6	keyboards	Various		Working
3	mice	Dell		Working
1	56K Fax Modem	US Robotics		Non-Working
x3	Multi-Media speakers	Dell		Working
x5	Desktop Computer	Dell	C00051, C00026, C00027, C00035, C00933-	Working Non-Working

**Parties involved:****FROM** (Transferor Department): Elections Dept 492**Transferor - Elected Official/Department Head/****Authorized Staff:**

Rick Barron

Print Name

Signature

**Contact Person:**

Rick Barron

Print Name

943-1622

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

**Contact Person:**

Tony Hill

Print Name

943-3314

Phone Number

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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)
2	APC Battery Backup/Surge Protector	Model DL725VT, Serial #s 3B0606X43407,		Non-Working
		3B0606X43380		Non-Working
2	APC Battery Backup/Surge Protector	Model BP700UC, Serial #s 3B01718X24207		Non-Working
		3B0718X24222		Non-Working
18	Plastic Ballot Boxes			

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

Kay Eastes

Print Name

Signature

Kay Sparkman

Print Name

+1 (512) 943-1156

Phone Number

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

Date

Tony Hill

Print Name

+1 (512) 943-3314

Phone Number

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If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_\_ by \_\_\_\_\_

p 1 of 2 pp

# Williamson County

## Asset Status Change Form

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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)
26	Lids for plastic Ballot Boxes		N/A	
4	Wooden mallets	Link Star 502-10	N/A	
5	7-oz. Claw hammers	Workforce 676-922	N/A	
2	Ball-peen hammers	Craftsman	N/A	
714	Green legal-size hanging file folders	Smead	N/A	

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

Kay Eastes

Kay Sparkman

Print Name

Print Name

Signature

Date

+1 (512) 943-1156

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

+1 (512) 943-3314

Phone Number

Print Name

Signature

Date

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If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_\_ by \_\_\_\_\_

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# Williamson County

## Asset Status Change Form

 sent 8/30  
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**The following asset(s) is(are) considered for: (select one)**

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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)
2	Black end tables	None	None	Working
1	Desk	None	None	Working
1	Desk top unit	None	None	Working

**Parties involved:**
**FROM** (Transferor Department): Warehouse

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

Tony Hill

Tony Hill

Print Name

Print Name

Signature

August 23, 2011

943-3314

Date Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donee): Ag Extension Office

**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 Colburn

Donna Colburn

Print Name

Print Name

Signature

August 23, 2011

943-3314

Date Phone Number

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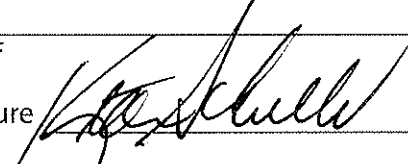
If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_\_ by \_\_\_\_\_




# Williamson County

## Vehicle Status Change Form

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

1) Identify Vehicle:				
2FAFP71W01X159451		EMS - 0540		EA0104
Vehicle Identification Number		Department		Door Number
108 2322	2001	Ford	Crown Victoria	White
License Plate Number	Year	Make	Model	Color
2) Reason for Status Change:				
<input type="checkbox"/> Accident				
Attach: 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 <u>145,560</u>				
<input type="checkbox"/> Not mechanically sound				
<input type="checkbox"/> Other: Explain <span style="border: 1px solid black; display: inline-block; width: 200px; height: 40px; vertical-align: middle;"></span>				
3) Elected Official/Department Head/Authorized Staff				
Print <u>Kenny Schnell</u>		Signature <u></u>		Date <u>August 29, 2011</u>

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 checked="" type="checkbox"/> Forward forms and reports to County Auditor's Office	
Print <u>Mike Fox</u>	Signature <u></u> Date <u>8-31-11</u>