

# 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

☒ SALE at the earliest auction \*

☐ DONATION to a non-county entity

☐ DESTRUCTION due to Public Health / Safety

Asset List:

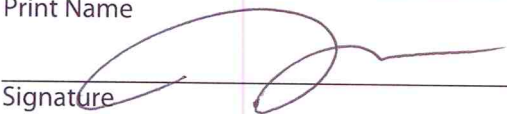
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Wooden Desk			Working
1	Wooden Desk and Computer Desk (matching)			Working
1	Wooden Cabinet / Shelves			Working

**Parties involved:**

**FROM** (Transferor Department): Emergency Management (0541)

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

Jarred R. Thomas  
Print Name

  
Signature

**Contact Person:**

Jarred R. Thomas  
Print Name

+1 (512) 943-3747  
Date Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donee): Auction or Re-use

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

Print Name

Signature

**Contact Person:**

Print Name

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 \_\_\_\_\_