

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)
2	Condenser Coil (Frame size 75" H x 72" W x 6.5" thick)			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
 Date Phone Number

RECEIVED

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.)

 Gary Wilson
 Print Name

Signature

Contact Person:

Print Name

Date Phone Number

 OCT 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

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 ☐ 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)
2	Tan, metal storage cabinets			

Parties involved:FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Signature

Print Name

Date Phone Number

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

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

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)
1	oak desk			
2	dark blue conf. chairs			
1	med dark blue conf. chairs			
2	gray chairs conf. chair			
2	gray/blue conf. chairs			

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

Warehouse

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

Print Name

Tony Hill

Print Name

Tony Hill

Signature

[Signature]

Date Phone Number

10-20-11 943-3314

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

Parks

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

Randy Bell - Parks

Print Name

Benita Bonner

Signature

Randy Bell 10/20/11

Date Phone Number

943-1926

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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	tan file cabinets			
1	dry erase board			
1	Small printer table			

Parties involved:**FROM** (Transferor Department):Warehouse**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**Tony HillTony Hill

Print Name

Print Name

Signature

Date Phone Number

10-20-11 943-3314**TO** (Transferee Department/Auction/Trade-in/Donee):Parks**Transferee - Elected Official/Department Head/****Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)**Contact Person:**Randy Bell - ParksBenita Bonner

Print Name

Print Name

Signature

Date Phone Number

Randy Bell 10/20/11943-1926

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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	HP LaserJet 4050N printer	S/N USQB039561	100072	working

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

Print Name

Signature

Print Name

Date Phone Number

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20 2011
AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS**TO** (Transferee Department/Auction/Trade-in/Donor): U.R.S. Fleet Services**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

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