

# 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   
 ☐ DESTRUCTION due to Public Health / Safety  
☒ SALE at the earliest auction \*   
 ☐ DONATION to a non-county entity

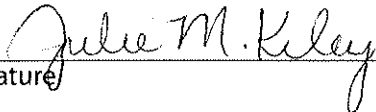
**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Mouse			Non-Working
1	HP Laser Jet 4200N Printer	USG NPL61435	100192	Working
1	Dell Monitor	TWN-09E249-41a035-2BB-009L		non-working
3	Docking Stations			working
	Misc. Cords/wires/batteries/harddrives			

**Parties involved:****FROM** (Transferor Department): Auditor's Office**Transferor - Elected Official/Department Head/****Authorized Staff:**

Julie Kiley

Print Name



Signature

2/21/12

Date

**Contact Person:**

Michelle McMinn

Print Name

+1 (512) 943-1562

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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### Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
	computer manuals/discs			
1	mouse			working
1	Keyboard			working
1	TI-Subo calculator	S-0101F		?
	Dell Latitude D820	2MFM3C1		working

### Parties involved:

FROM (Transferor Department): Auditor's office

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Julie Kiley

Print Name

Michelle McMinin

Print Name

Julie M. Kiley

Signature

2/21/12 943-1562

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)
4	Dell flat Panels	CN-0Y4299-71618-59G-ACXB		
		MX-027311-47605-42G-AP0P		
		MX-02Y311-47605-42G-AP2T		
		MX-02Y311-47605-42G-AP0S		

### Parties involved:

FROM (Transferor Department):

Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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

S.O.

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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### Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
4	Dell 17" flat panels	CN-0PM372-72872-774-0T6U		
		MX-027311-47605-42G-AP0W		
		MX-02Y311-47605-42G-AP2A		
		MX-0H634-47603-511-AA4W		

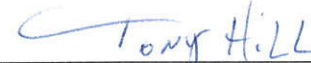
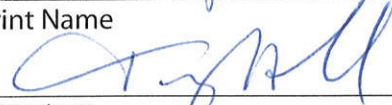
### Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

  
 Print Name  
  
 Signature


Print Name  
 Date 2-9-12  
 Phone Number

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

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  
Tony Marshall  
 Signature

Print Name  
 Date  
 Phone Number

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