

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)
1	DELL Inspiron 8600, battery, power supply	Service Tag: 6RY1641	n/a	Non-Working
1	Dell docking station	CN-429403CG02EZ	n/a	Non-Working

Parties involved:

FROM (Transferor Department): HUMAN RESOURCES

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

LISA ZIRKLE

Print Name



Signature

Contact Person:

SALLY GOETZ

Print Name

943-1536

Date Phone Number

RECEIVED

MAR 16 2012

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

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 _____