

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	File Cabinet (Green)			working
2	Office chairs (yellow) stationary			working
1	Office chair black rolling			working

Parties involved:
FROM (Transferor Department): Veterans Services
Transferor - Elected Official/Department Head/
Authorized Staff:
DONNA HARRELL, DIRECTOR

Print Name

Donna Harrell

Signature

5-4-12

Date

Contact Person:
James Bell

Print Name

512-943-1900

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

* 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

Asset Status Change Form

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)
7	matching red chairs			

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/Donee):

Veteran Services

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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[Print Form](#)
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Asset List:

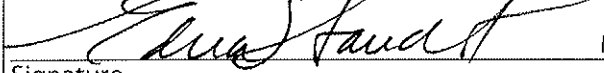
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Novi Wireless Intercom Model WI-3 SN		A108343	Non-Working
1	Novi Wireless Intercom Model WI-3 SN		A108344	Non-Working
1	CD Tower			Working
1	Foot Rest			Working

Parties involved:
FROM (Transferor Department): JP2

Transferor - Elected Official/Department Head/
Authorized Staff:

Edna Staudt

Print Name



Signature

May 3, 2012

Date

Contact Person:

Delma Doggett

Print Name

260-4218

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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☒ 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	Motorola MT%S 2000 Portable Radio	SN 466ABG2003		Working
1	Dell Monitor Model D828L	SN 84766ABGG5		Working
1	Monitor Stand			Working
1	Motorola MicroTAC 650 Cell Phone & Extra Battery			Non-Working
1	Talk-A-Phone Model K-ML-5W Master Intercom			Non-Working

Parties involved:**FROM** (Transferor Department): JP2**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Edna Staudt

Delma Doggett

Print Name

Print Name



May 3, 2012

260-4218

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:**

Print Name

Print Name

Signature

Date

Phone Number

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Williamson County

Vehicle Status Change Form

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

1) Identify Vehicle:				
2FAHP71W54X138155	SO 1560	SA0415		
Vehicle Identification Number	Department	Door Number		
873524	2004	FORD	CV	BLKWHT
License Plate Number	Year	Make	Model	Color
2) Reason for Status Change:				
<input type="checkbox"/> Accident				
Attach: 1. A Damage to County Property Incident Report				
2. The Official Accident Report				
3. A Vehicle Insurance / Litigation Release Form				
<input type="checkbox"/> High Mileage: List actual mileage 69,914				
<input checked="" type="checkbox"/> Not mechanically sound <u>NEED TO BE REPAINTED</u>				
<input checked="" type="checkbox"/> Other: Explain Life in fleet equals 175% of expected life, maintenance costs exceed 35% of vehicle purchase price.				
3) Elected Official/Department Head/Authorized Staff				
Print <u>LC MARSHALL</u>		Signature <u>[Signature]</u>		Date <u>4-23-12</u>

Handwritten notes: NO paint left roof-pillars doors two way gone

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 type="checkbox"/> Forward forms and reports to County Auditor's Office		
Print <u>R Rodgers</u>	Signature <u>[Signature]</u>	Date <u>5-7-12</u>

Handwritten notes: front bumper no comp. stand

Williamson County

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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 4 Plus printer - do not have cord to plug in.	S/N: JPGL093817	I00398	Non-Working
1	2 drawer lateral file - wood veneer (harvest)	n/a	n/a	Non-Working
1	HP Deskjet 990CSE professional series printer	S/N: MY2311C2D3	n/a	Non-Working

Parties involved:
FROM (Transferor Department): District Attorney

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

John Bradley

Print Name

Signature

Contact Person:

Judy Kocian

Print Name

+1 (512) 943-1234

Phone Number

May 4, 2012

Date

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

Date

Contact Person:

Kelsey Rollins

Print Name

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	HP Scanjet 5500C scanner	S/N: CN2CMT61H6	n/a	Non-Working
1	Canon CanoScan Lide60 scanner	S/N: F910114	n/a	Non-Working
1	Apple studio display monitor& keyboard	S/N: N52432R5KPW	n/a	Working
1	Intel Express 330T Stackable Hub	S/N: HHW106001027	n/a	Working
1	GGO speaker Model SP-80	n/a	n/a	

Parties involved:
FROM (Transferor Department): District Attorney

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

John Bradley

Print Name

Signature

May 4, 2012

Date

Contact Person:

Judy Kocian

Print Name

+1 (512) 943-1234

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

Date

Contact Person:

Kelsey Rollins

Print Name

Phone Number

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	BROTHER INTELLIFAX 1575MC	U60303E3K257075	002910
1	HP LASER JETT 4100TN PRINTER	USB NJ22613	002613
1	MONITOR/KEYBOARD DESK		002009
1	TRAY CART		001993
1	FOLDING TABLE		001898
1	2 DRAWER VERTICAL FILE CABINET		001872
1	2 DRAWER VERTICAL FILE CABINET		002010

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name Michelle Broddrick
 Signature _____

Print Name
 512-943-3646

Phone Number _____

Date 5, 2, 12

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 _____

Phone Number _____

Date ____ / ____ / ____

For assets donated to a non-county entity:

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ _____

Forward to County Auditor's Office

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by _____

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	MAGAZINE RACK		
1	GLOVE BOX HOLDER		
1	DOCUMENT HOLDER		
1	DOCUMENT HOLDER		
1	DOCUMENT HOLDER		
6	PICTURE FRAMES		
1	3-HOLE PUNCH		
1	4 QT. CONTAINER		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:
MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name

Signature

Date

Michelle Broddrick

Print Name
512-943-3646

Phone Number

5, 2, 12

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

Signature

Date ____ / ____ / ____

Print Name

Phone Number

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
3	CASTERS		
3	CORRECTION FILM		
1	PHONE CORD		
1	BOX OF DISKETTES		
1	BOX OF CORRECTION FILM		
3	WASTE BASKETS		
3	THERMOMETERS		
1	BLUE CHAIR WITH WHEELS		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name

Signature

Date

Michelle Broddrick

Print Name

512-943-3646

Phone Number

5, 2, 12

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

Signature

Date

Print Name

Phone Number

____ / ____ / ____

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	MAROON CHAIR WITH WHEELS		
1	BLUE CHAIR WITH WHEELS		
1	GRAY CHAIR WITH WHEELS		
2	LUCENT PHONES		
1	BOOK		
4	POSTER FRAMES		
1	COMPUTER DESK		
1	PLASTIC MAROON CHAIR		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name

Michelle Broddrick

Print Name
512-943-3646

Signature

Phone Number

Date 5, 2, 12

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

Phone Number

Date ____ / ____ / ____

For assets donated to a non-county entity:

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ _____

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	KEYBOARD TRAY		
1	FOOT REST		
1	FILE HANGER		
1	FILE HOLDER		
1	PAPER HOLDER		
1	DOCUMENT HOLDER		
1	DOCUMENT HOLDER		
1	DOCUMENT HOLDER		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name

Signature

Date

5, 2, 12

Print Name

512-943-3646

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

Signature

Date

____ / ____ / ____

Print Name

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
2	MATS		
1	BOOKCASE		
3	HEALTH-O-METER INFANT SCALES		
1	HEALTH-O-METER ADULT SCALE		
1	3-HOLE PUNCH		
1	FILE BOX		
1	SECA ALPHA SCALE - MODEL 770		
1	BUSINESS CARD HOLDER		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name

Michelle Broddrick

Print Name

512-943-3646

Signature

Phone Number

Date 5, 2, 12

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

Phone Number

Date ____ / ____ / ____

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
2	PHONES		
2	MESSAGE BOOKS		
5	FILE HOLDERS		
1	DELL KEYBOARD		
2	TRAYS		
1	CASIO CALCULATOR		
1	FELLOWES 7002 SHREDDER		
1	PHONE STAND		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODDRICK

Contact Person:

SUSAN CARRANCO

Print Name

Signature

Date

5, 2, 12

Print Name

512-943-3646

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

Signature

Date

____ / ____ / ____

Print Name

Phone Number

For assets donated to a non-county entity:

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ _____

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Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	MAGAZINE/PAMPHLET HOLDER		
9	DESK ORGANIZERS		
2	MONITOR STANDS		
1	SHARP EL-1801P CALCULATOR		
7	DESK DRAWER ORGANIZERS		
1	METAL DESK		
2	BULLETIN BOARDS		
16	PLASTIC CHAIRS		

Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY & CITIES HEALTH DISTRICT - CEDAR PARK

Transferor - Elected Official/Department Head/

Authorized Staff:
MICHELLE BRODDRICK

Contact Person:
SUSAN CARRANCO

Print Name _____
Signature Michelle Broddrick

Print Name
512-943-3646

Phone Number _____

Date 5, 2, 12

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 _____

Phone Number _____

Date ____ / ____ / ____

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 ☐ TRADE-IN for new assets of similar type for the county
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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)
	SEE ATTACHED			

Parties involved:**FROM** (Transferor Department): LAW LIBRARY**Transferor - Elected Official/Department Head/****Authorized Staff:**

LINDA JOHNSON/NANCY HALL

Print Name

See attached

Signature

Contact Person:

NANCY HALL

Print Name

+1 (512) 914-8288

Date 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 _____



Hill Country Revision Service

Linda Johnson
Nancy Hall

April 18, 2012

Hill Country Revision Service, with the recommendation and approval of the Williamson County Law Library Committee and/or any Williamson County Courts, recommend that the following sets of legal books and materials be eliminated from the Williamson County Law Library. To our knowledge, these materials have not been used in years and take up valuable space in the Law Library. This library is located on the 3rd floor of the Justice Center, 405 MLK, Georgetown, TX.

Southwestern Reporters (first set – torn, molded books)
Modern Federal Practice Digest (green)
West's Federal Practice Digest 2d (blue)
West's Federal Practice Digest 3d (maroon)
Martindale-Hubbell Law Directory (1990's)
Shepard's Federal Citations
Shepard's United States Citations
Texas Digest (blue)
Texas State Bar Notebooks (orange) various subjects

The above sets of books are no longer on subscription or have been replaced with current updated sets of books.

Linda Johnson
(512) 944-7878

Nancy Hall
(512) 914-8288