

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
☒ 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	mobile hanging plan center			Working
2	convex security mirrors			Working
1	wood desk and 3 drawer set			Working
1	metal work desk			Working
2	adjustable height keyboard trays			Working

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

Larry Gaddes

Larry Gaddes

Print Name

Print Name

Signature

Date 10/26/12 Phone Number +1 (512) 943-1641

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 _____

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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)
17	cloth lobby chairs - red and blue			Working
8	plastic stacking chairs			Working
3	blue task chairs			Working
4	cloth/wood office guest chairs			Working
1				

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

Larry Gaddes

Larry Gaddes

Print Name

Print Name

Signature

Date 10/26/12 Phone Number (512) 943-1641

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)
1	desk, wooden laminate, dark	74677		Working
1	desk, wooden laminate, light	n/a		Working

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

Fleet Services

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

Print Name

Print Name

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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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Laptop - Apple 15"	S/N: W850610ESQ7	C01572	Working
1	Laptop - Apple 15"	S/N: QT2474YLN4M	C02526	Working
1	Printer - HP TROY MICR 4050	USB 205 1392	n/a	Working
1	Large flat panel display LG W2363DV	S/N: 101NDHB6E97	n/a	Non-Working

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

JUDY KOCIAN

Print Name

Signature

Contact Person:

JUDY KOCIAN

Print Name

October 15, 2012 +1 (512) 943-1234

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.)

Print Name

Signature

Contact Person:

Print Name

Date Phone Number

 OCT 23 2012
 AUDITOR'S OFFICE
 WILLIAMSON COUNTY, TEXAS

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