

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)
3	Letter size file cabinets			

Parties involved:FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Tony HillSame

Print Name

Print Name

[Signature]1-31-13943-3314

Signature

Date

Phone Number

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

Transferee - Elected Official/Department Head/

Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Robert B DaighLydia Linden

Print Name

Print Name

[Signature]

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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1	RCA-TV w/ VHS video system	Serial: 002215494 model: T19064		working
1	Microsoft wireless mouse			unknown
1	blue rolling chair			working

Parties involved:

FROM (Transferor Department):

County Attorney

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Dee Hobbs

Print Name

Dee Hobbs

Signature

Stephanie Lloyd

Print Name

2-8-13

Date

943-1116

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:

RECEIVED

FEB 08 2013

AUDITOR'S OFFICE
WILLAMSON COUNTY, TEXAS

Print Name

Print Name

Signature

Date

Phone Number

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1	Dell Monitor	CN-0CC352-64180-68M-0F2C		Non-Working
1	Canon i960 printer	K30211		Non-Working
3	Dell keyboards			Working
3	Dell Mouse			Working
1	Dell Mouse			Non-Working

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

County Attorney

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

Dee Hobbs

Stephanie Lloyd

Print Name

Print Name

Signature

Date

Phone Number

2-8-13

943-1116

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.)**Contact Person:**

Print Name

Print Name

Signature

Date

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 1-23 08 2013
 AUDITOR'S OFFICE
 WILLIAMSON COUNTY, TEXAS

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3	Sets of Dell speakers			working
1	Dell subwoofer	CN-0TH760-71623-870-0913		working
1	Drawer set to old cubicle			working
1	metal keyboard tray			working
1	HP Laserjet 4000N		100138	Non-working

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

County Attorney

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

Dee Hobbs

Stephanie Lloyd

Print Name

Print Name

Signature

Date

Phone Number

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