

# 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	REFRIGERATOR	EG1332482		Non-Working

**Parties involved:**

**FROM** (Transferor Department): FLEET SERVICES

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

RANDY ROGERS  
 Print Name Signature

**Contact Person:**

RANDY ROGERS  
 Print Name Date  
 943-3368 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.)

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

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- 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 Lat. D630 Laptop	BFSVDG1		

**Parties involved:**

**FROM** (Transferor Department): IT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

Tony Hill

Print Name

[Signature]

Signature

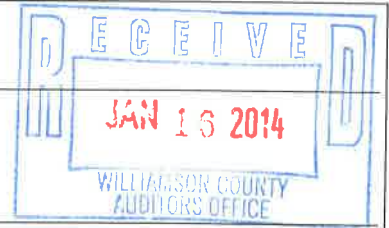
**Contact Person:**

Tony Hill

Print Name

1-16-14      943-3314

Date      Phone Number



**TO** (Transferee Department/Auction/Trade-in/Donee): County Judge

**Transferee - Elected Official/Department Head/**

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

DAN A GATTI

Print Name

[Signature]

Signature

**Contact Person:**

Rebecca Clemens

Print Name

01-16-2014      (512) 943-1550

Date      Phone Number

01-16-2014

\* 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 \_\_\_\_\_



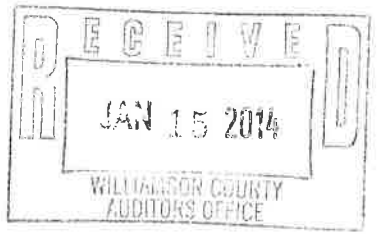
# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:  
 2FAFP71V98X161703 \_\_\_\_\_ 560 \_\_\_\_\_ SA0847  
 Vehicle Identification Number Department Door Number  
 1059881 2008 FORD CROWN VICTORIA BLK/ WHT  
 License Plate Number Year Make Model Color

2) Reason for Status Change:  
 Accident  
 Attach: 1. Williamson County Fleet Incident/Crash/Vandalism Report  
 2. The Official Accident Report  
 3. A Vehicle Insurance / Litigation Form  
 High Mileage: List actual mileage \_\_\_\_\_  
 Not mechanically sound \_\_\_\_\_  
 Other: Explain \_\_\_\_\_

3) Elected Official/Department Head/Authorized Staff  
 Print Name L.C. "TONY" MARSHALL Signature *[Signature]* Date 12-20-13



To be completed by **Fleet Services Manager**:

1) Method of Status Change: This vehicle is to be considered for: (Select one)  
 SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation  
 TRANSFER between county departments  
 TRADE-IN for new assets of same general type for the county  
 SALE to a government entity / civil or charitable organization in the county at fair market value  
 Other \_\_\_\_\_

Print Name *R. Rodgers* Signature *[Signature]* Date 1-14-14

To be completed by **Human Resources Analyst**:

All applicable accident paperwork has been received and there is no litigation pending on this unit. It has been cleared for retirement.  
 HR Release Authorization: *[Signature]*

To be completed by **Budget Office** (only for transfers):

Transfer has been reviewed and approved:  
 Signature: \_\_\_\_\_

**All forms must be routed to the County Auditor's Office once the final authorization and approval have been received.**





# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:

2FAHP71V19X126633	0554	4A0916
Vehicle Identification Number	Department	Door Number
1071390	2009	FORD
License Plate Number	Year	Make
	CROWN VIC	BLUE
	Model	Color

2) Reason for Status Change:

Accident  
Attach: 1. Williamson County Fleet Incident/Crash/Vandalism Report  
 2. The Official Accident Report  
 3. A Vehicle Insurance / Litigation Form

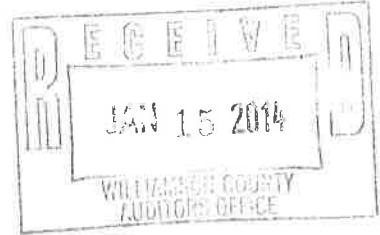
High Mileage: List actual mileage 180,000

Not mechanically sound \_\_\_\_\_

Other: Explain

3) Elected Official/Department Head/Authorized Staff

Print Name MARK BIRCHARD      Signature      Date 01/14/2014



To be completed by **Fleet Services Manager:**

1) Method of Status Change: This vehicle is to be considered for: (Select one)

SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation       TRANSFER between county departments

TRADE-IN for new assets of same general type for the county

SALE to a government entity / civil or charitable organization in the county at fair market value

Other \_\_\_\_\_

Print Name R. ROGERS      Signature      Date 1-14-14

To be completed by **Human Resources Analyst:**

All applicable accident paperwork has been received and there is no litigation pending on this unit. It has been cleared for retirement.

HR Release Authorization:

To be completed by **Budget Office** (only for transfers):

Transfer has been reviewed and approved:

Signature: \_\_\_\_\_

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# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:

2FAFP71W97X145640			0554	4A0703
Vehicle Identification Number			Department	Door Number
1014101	2007	FORD	CROWN VIC	BLUE
License Plate Number	Year	Make	Model	Color

2) Reason for Status Change:

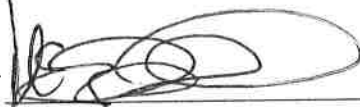
Accident  
Attach: 1. Williamson County Fleet Incident/Crash/Vandalism Report  
 2. The Official Accident Report  
 3. A Vehicle Insurance / Litigation Form

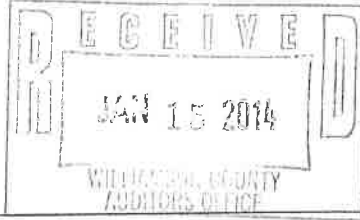
High Mileage: List actual mileage 120,418

Not mechanically sound TRANSMISSION SLIPS, VEHICLE IS WORN OUT

Other: Explain

3) Elected Official/Department Head/Authorized Staff

Print Name MARK BIRCHARD Signature  Date 01/14/2014



To be completed by **Fleet Services Manager**:


1) Method of Status Change: This vehicle is to be considered for: (Select one)

SALVAGE for parts / SALE at the earliest auction based on Fleet's recommendation  TRANSFER between county departments

TRADE-IN for new assets of same general type for the county

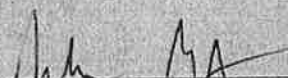
SALE to a government entity / civil or charitable organization in the county at fair market value

Other \_\_\_\_\_

Print Name R. ROGERS Signature  Date 1-14-14

To be completed by **Human Resources Analyst**:

All applicable accident paperwork has been received and there is no litigation pending on this unit. It has been cleared for retirement.

HR Release Authorization: 

To be completed by **Budget Office** (only for transfers):

Transfer has been reviewed and approved:

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