



# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:

2FAFP71W21X120408      440      DA0141  
 Vehicle Identification Number      Department      Door Number  
NLW 633      2001      FORD      CROWN      White  
 License Plate Number      Year      Make      Model      Color

2) Reason for Status Change:

Accident

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

High Mileage: List actual mileage 140150

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

Other: Explain \_\_\_\_\_

3) Elected Official/Department Head/Authorized Staff

Print Name JANA Duty      Signature [Signature]      Date 1-14-15

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 [Signature]      Signature [Signature]      Date 1-15-15

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.**