

Williamson County

Asset Status Change Form

The following asset(s) is(are) considered for: (select one)

- ☐ TRANSFER bet ween county departments
 ☐ DONATION to a non-county entity
☒ SALE at the earliest auction *
 ☐ DESTRUCTION due to Public Health / Safety
☐ TRADE-IN for new assets of similar type for the county
 ☐ SALE to a government entity / civil or charitable organization in the county at fair market value

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
84	Paper Towel Dispensers - Centerpull			Working

Parties involved:
FROM (Transferor Department): Facilities

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

 Todd Imboden
 Print Name

Signature

July 23, 2015

Date

Contact Person:

Todd Imboden

Print Name

+1 (512) 943-1610

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:

Print Name

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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Asset List:

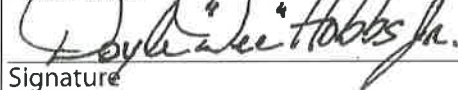
Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
	Misc. cubicle pieces			Working
1	2 drawer metal filing cabinet			Working
1	HP Laserjet 4000N		100253	Working
1	wooden credenza		A103860	Working
1	metal cart			Working

Parties involved:
FROM (Transferor Department): County Attorney

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

Dee Hobbs

Print Name



Signature

July 22, 2015

Date

Contact Person:

Stephanie Lloyd

Print Name

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:

JUL 23 2015

Print Name

Print Name

Signature

Date

Phone Number

 AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

* 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.

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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	wooden printer cart		A103561	Working
1	small rolling table		A105226	Working
2	Logitech wireless keyboard/mouse MK700			Working
2	Dell laptop bag			Working
1	Dell Latitude D820	Service Tag: HWJT9C1	C01297	Working

Parties involved:
FROM (Transferor Department): County Attorney

Transferor - Elected Official/Department Head/Authorized Staff:

 Dee Hobbs
 Print Name



July 22, 2015

Date

Contact Person:

Stephanie Lloyd

Print Name

943-1116

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:

Print Name

Phone Number

RECEIVED

JUL 23 2015

 AUDITOR'S OFFICE
 WILLIAMSON COUNTY, TEXAS

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