

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
 ☐ 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	Canon Image Formula Document Scanner DR 60110C	FB321531		Working

Parties involved:

FROM (Transferor Department): Justice of the Peace Precinct 3

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

Contact Person:

Judge Bill Gravell, Jr.

Melissa Goins

Print Name

Print Name

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): District Attorney

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

Contact Person:

Jana Duty

Vicki Vickers

Print Name

Print Name

Signature

Date Phone Number

RECEIVED

AUG 31 2015

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.

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

Asset Status Change Form

Print Form

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

- ☒ TRANSFER between 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)
	Please see attached list			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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

 Tony Hill
 Print Name

Signature

8/25/15

Date

Contact Person:

Tony Hill

Print Name

943-3314

Phone Number

RECEIVED

AUG 27 2015

TO (Transferee Department/Auction/Trade-in/Donee): Juvenile Services
**Transferee - Elected Official/Department Head/
Authorized Staff OR Donee - Representative:** (If being
approved for Sale or Trade-in, no signature is necessary.)

 JOHN J. PELCZAR
 Print Name

Signature

8/27/15

Date

Contact Person:

Kory Capps

Print Name

Phone Number

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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If for Sale, the asset(s) was(were) delivered to warehouse on _____ by _____

Coffee Table

Computer Stand

Rolling Storage Cabinet

Wooden File Cab

Hat Rack

Wooden Desk (qty 2)

Smart Board

Metal Desk (qty 2)

Cubicle Pieces

Wooden Table

Lamp

Black Cloth Chairs (qty 8)

Williamson County

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☒ 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)
2	Bulletin Boards			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Tony Hall

Print Name

[Signature]

Signature

9-2-15

Date

Contact Person:

Tony

Print Name

943-3314

Phone Number

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

Purchasing

Transferee - Elected Official/Department Head/

Authorized Staff OR Donee - Representative: (If being

approved for Sale or Trade-in, no signature is necessary.)

Max Brisset

Print Name

[Signature]

Signature

9-2-15

Date

Contact Person:

RECEIVED

Print Name

SEP - 3 2015

Phone Number

**AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS**

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