



# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:				
1GNLC2E08ER208520	554	4B1410		
Vehicle Identification Number	Department	Door Number		
1171354	2014	CHEVROLET	TAHOE	BLUE
License Plate Number	Year	Make	Model	Color
2) Reason for Status Change:				
<input checked="" type="checkbox"/> Accident				
Received: 1. Williamson County Fleet Incident/Crash/Vandalism Report				
2. The Official Accident Report				
3. A Vehicle Insurance / Litigation Form				
<input type="checkbox"/> High Mileage: List actual mileage _____				
<input type="checkbox"/> Not mechanically sound _____				
<input type="checkbox"/> Other: Explain _____				
3) Elected Official/Department Head/Authorized Staff				
Print Name MARK BIRCHARD		Signature		Date 09/09/2015

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

1) Method of Status Change: This vehicle is to be considered for: (Select one)		
<input type="radio"/> SALE at the earliest auction	<input type="radio"/> TRANSFER between county departments	
<input type="radio"/> SALVAGE for parts		
<input type="radio"/> TRADE-IN for new assets of same general type for the county		
<input type="radio"/> SALE to a government entity / civil or charitable organization in the county at fair market value		
<input checked="" type="radio"/> Other <u>Setting Insurance company purchased</u>		
Print Name <u>R. Rogers</u>	Signature	Date <u>9-11-15</u>

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: Sara Rayne

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.**