

Williamson County

Asset Status Change Form

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

- ☐ TRANSFER bet ween county departments
☐ SALE at the earliest auction *
☐ TRADE-IN for new assets of similar type for the county
- ☐ DONATION to a non-county entity
☒ DESTRUCTION due to Public Health / Safety
☐ 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	2 Large boxes (in TV boxes) of used khaki pants/shirts	n/a	n/a	Non-Working
1	1 Box of Used Shower Shoes	n/a	n/a	Non-Working
1	used broken mattress	n/a	n/a	Non-Working
1	Broken shower seat	n/a	n/a	Non-Working
1	Bag of used old towels	n/a	n/a	Non-Working

Parties involved:

TOWELS ARE BEING DONATED TO ANIMAL SHELTER.

FROM (Transferor Department): WC Juvenile Services

Transferor - Elected Official/Department Head/
Authorized Staff:

John Pelczar
Print Name

Signature

Contact Person:

Carrle Mays

Print Name

(512) 943 3252

Date Phone Number

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

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

Contact Person:

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 _____

Stacy Partridge

From: Judy Mills
Sent: Wednesday, November 18, 2015 11:13 AM
To: Stacy Partridge
Subject: Re: Towels for donation

Stacy:

The towels will be dropped off at the Animal Shelter on either Friday or Monday. You are authorized to remove them from the asset sheet. Let me know if we need to do anything else. Thanks!

Judy Mills
Business Assistant, Accounts Payable/Purchasing
Williamson County Juvenile Services
200 Wilco Way
Georgetown, TX 78626
Phone: 512-943-3219
Fax: 512-943-3209

"Begin each day with a grateful heart

From: Stacy Partridge
Sent: Wednesday, November 18, 2015 10:15 AM
To: Judy Mills
Subject: RE: Towels for donation

Hey Judy,

Ok, so I heard back from Linda and she defiantly can use the Towels! Yea!! So the only things I need from you is, 1. The Authorization to remove that item from the asset sheet, and 2. When you think the towels will be delivered to the Shelter?

Last time the Jail donated they just dropped off and just let them know these were the towels from the jail. There is not fancy or formal protocol on this. I just try to always do my part to help departments out, even if it's getting old towels from another department!!

I really appreciate all your help!!

Thank you,

Stacy L. Partridge

Stacy L. Partridge
Purchasing Assistant I
Williamson County Purchasing Department

901 S. Austin Ave.
Georgetown, TX 78626
Dir: 512/943-1478
Fax: 512/943-1575
spartridge@wilco.org



From: Judy Mills
Sent: Wednesday, November 18, 2015 9:37 AM
To: Stacy Partridge <spartridge@wilco.org>
Subject: Re: Towels for donation

Thanks!

Judy Mills
Business Assistant, Accounts Payable/Purchasing
Williamson County Juvenile Services
200 Wilco Way
Georgetown, TX 78626
Phone: 512-943-3219
Fax: 512-943-3209

"Begin each day with a grateful heart

From: Stacy Partridge
Sent: Wednesday, November 18, 2015 9:23 AM
To: Judy Mills
Subject: RE: Towels for donation

Good Morning Judy,

With towels, I usually just mark them off the destroy list with notes and copies of the emails explaining that they are going to the Animal Shelter, then I just find out when they are able to be dropped off and add all of that into the notes for the agenda items. I'm waiting to hear back from Linda over at the Shelter now. Once I hear back from her I'll let you know what we need to do next.

I really appreciate all your help!!

Thank you,

Stacy L. Partridge

Stacy L. Partridge

Purchasing Assistant I
Williamson County Purchasing Department
901 S. Austin Ave.
Georgetown, TX 78626
Dir: 512/943-1478
Fax: 512/943-1575
spartridge@wilco.org



From: Judy Mills
Sent: Tuesday, November 17, 2015 1:37 PM
To: Stacy Partridge <spartridge@wilco.org>
Subject: Towels for donation

Stacy:

I have been notified by the Detention department they may have a bag of towels that could be donated to the animal shelter. Do we go through the same formal process or can we just drop them off. Please advise. Thanks!

Judy Mills
Business Assistant, Accounts Payable/Purchasing
Williamson County Juvenile Services
200 Wilco Way
Georgetown, TX 78626
Phone: 512-943-3219
Fax: 512-943-3209

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