

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)
1	Dell Optiplex 780	CHQJNM1		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Parties involved:

FROM (Transferor Department):

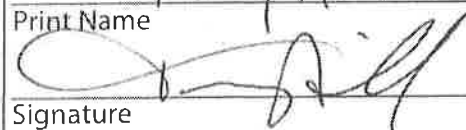
Auction

Transferor - Elected Official/Department Head/
Authorized Staff:

Print Name

Signature

Tony Hill



Contact Person:

Print Name

Date Phone Number

Tony Hill

2-25-16 943-3314

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

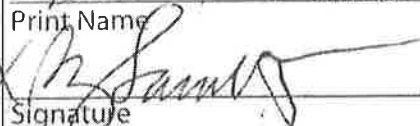
Transferee - Elected Official/Department Head/
Authorized Staff OR Donee - Representative: (If being

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

Print Name

Signature

BETSY LAMBETH



Contact Person:

Print Name

Date Phone Number

Glenda Clark POWERS

2/24/16

RECEIVED

MAR - 1 2016

* 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.

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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 _____