

# 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<br>(year, make, model, etc.) | Manufacturer ID#<br>(serial, service tag, or VIN) | County<br>Tag# | Condition of Assets<br>(Working, Non-Working) |
|----------|--|---|----------------|---|
| 1        | Optiplex 790                             | <del>44</del> 4QH1YV1                             | 3358           | <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:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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

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 \_\_\_\_\_