

# 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	Wooden TV/DVD Entertainment Center			Working
1	Sylvania VHS/DVD/MP3 Player			Working

**Parties involved:**
**FROM** (Transferor Department): Sheriff's Office-Patrol Division (560)

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

Chief L.C. (Tony) Marshall

Print Name



Signature

**Contact Person:**

Starla Hall

Print Name

+1 (512) 943-5270

Date Phone Number

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

**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

RECEIVED

APR 22 2016

 AND TONY GUTIERREZ  
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 \_\_\_\_\_

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1	Dell Studio XPS Laptop	6QGCLN1		Working

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

Tammy McCulley

Print Name



Signature

**Contact Person:**

Holly Shell

Print Name

+1 (512) 943-1450

Date Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donor): Auction
**Transferee - Elected Official/Department Head/  
Authorized Staff OR Donor - Representative:** (If being
 

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

**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

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APR 22 2016

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

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**Asset List:**

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
3	Hon 4 drawer metal storage cabinet w/ 2 keys			Working
1	Hon 2 drawer metal storage cabinet w/ 1 key			Working
2	boxes of legal files			Working
1	Lg Desk, 2 drawer			Working
1	HP Laserjet Printer, 4250 N	SNCNGXK04623		Non-Working

**Parties involved:**
**FROM** (Transferor Department): Human Resources

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

 Tara Raymore  
 Print Name

 Heather Kirkwood  
 Print Name

Signature

Date Phone Number

+1 (512) 943-1533

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

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

Print Name

Print Name

Signature

Date Phone Number

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APR 20 2016

 AUDITOR'S OFFICE  
 WILLIAMSON COUNTY, TEXAS

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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Book case, 3 shelves		A109847	Working
1	Book case, 5 shelves		A105248	Working
1	Book case, 5 shelves		A109229	Working
1	Hon Metal Cabinet, 2 drawer, no key			Working
1	Desk shelving			Working

**Parties involved:**
**FROM** (Transferor Department): Human Resources

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

Tara Raymore

Print Name

Signature

**Contact Person:**

Heather Kirkwood

Print Name

+1 (512) 943-1533

Date Phone Number

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