

# Williamson County

## Asset Status Change Form

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

- ☐ TRANSFER between 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	Optiplex 740	7C4K4K1		Working <input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

### Parties involved:

APR 29 2016

FROM (Transferor Department):

ITS

Transferor - Elected Official/Department Head/  
Authorized Staff:

Contact Person:

Print Name

Tammy McCulley

Print Name

Long Hill

Signature

Tammy McCulley

Date

4-27-16

Phone Number

943-3314

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

\* 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 \_\_\_\_\_

*Lisa Moore + Melanie Den*

# Williamson County

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Print Form

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☐ TRADE-IN for new assets of similar type for the county
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☐ 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	38+9" tan metal sides w/ wood top. 2 drawer desk	unknown		working

### Parties involved:

FROM (Transferor Department): *Dept # (0477) 2nd Floor Justice Center Indigent Defense Dept / Rm #293*

Transferor - Elected Official/Department Head/ *Magistrate Dept*

### Authorized Staff:

*Tony Gastes*

Print Name

Signature

### Contact Person:

*Teri Miller*

Print Name

Date

Phone Number

*4/26/16*

*512.943-1496*

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

*APR 26 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.

## Forward to County Auditor's Office

This Change Status was approved as agenda item # \_\_\_\_\_ in Commisloner's Court on \_\_\_\_\_

If for Sale, the asset(s) was(were) delivered to warehouse on \_\_\_\_\_ by \_\_\_\_\_



# Williamson County Vehicle Status Change Form

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

1) Identify Vehicle:		560		SB0808	
Vehicle Identification Number		Department		Door Number	
FGC4882		DURANGO		BLACK	
License Plate Number		Model		Color	
2008		DODGE			
Year		Make			

2) Reason for Status Change:

☐ Accident


Received: 1. Williamson County Fleet Incident/Crash/Vandalism Report  
2. The Official Accident Report  
3. A Vehicle Insurance / Litigation Form

☒ High Mileage: List actual mileage 125,599

☐ Not mechanically sound

☐ Other: Explain

3) Elected Official/Department Head/Authorized Staff

Print Name L.C. 'Tony' Marshall Signature  Date 4-14-16

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

1) Method of Status Change: This vehicle is to be considered for: (Select one)


☒ SALE at the earliest auction ☐ TRANSFER between county departments

☐ SALVAGE for parts

☐ TRADE-IN for new assets of same general type for the county

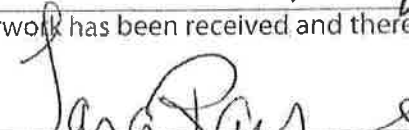
☐ SALE to a government entity / civil or charitable organization in the county at fair market value

☐ Other

Print Name R. Rodgers Signature  Date 4/20/16

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: 

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.**