

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 (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	ROTARY-9000 lbs. twin post vehicle lift-model SPOA9-100	ser # AJB95B0312		Working
1	ROTARY-9000 lbs. twin post vehicle lift-model SPOA9-100	ser # AJB95B0305		Working
1	ROTARY-15000 lbs. twin post vehicle lift-model SP015	ser # CBA95B0009		Working

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

Randy Rodgers

Print Name

Signature

Contact Person:

Randy Rodgers

Print Name

+1 (512) 943-3368

Date Phone Number

MAY 25 2016

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 _____

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1	HP Laserjet 4250n	SN CNRXX14755		Working

Parties involved:

FROM (Transferor Department): County Court One

MAY 25 2016

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Suzanne Brooks

Print Name

Print Name

S Brooks

Signature

5/23/14 (512) 943-1200

Date Phone Number

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

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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)
1	Dell Optiplex 760	s/n GJXJHK1		Working
1	Dell Optiplex 760	s/n GJXQ GK1		Working
1	Dell Optiplex 790	s/n G3LLHS1		Working

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

Nancy E. Rister

Print Name



Signature

Contact Person:

Terri Countess

Print Name

943-1521

Date Phone Number

MAY 25 2016

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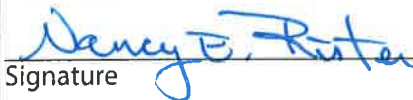
Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
42	Power Cables			Working
19	VGA Monitor Cables			Working
18	Dell Mouse			Working
12	USB Cables			Working
10	Misc Brand Keyboards			Working

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

Nancy E. Rister

Print Name



Signature

Contact Person:

Terri Countess

Print Name

943-1521

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3	Calculators (Misc. Issues)			Non-Working

Parties involved:

FROM (Transferor Department): County Clerk

Transferor - Elected Official/Department Head/
Authorized Staff:

NNcy E. Rister

Print Name

Nancy E. Rister

Signature

Contact Person:

Terri Countess

Print Name

943-1521

Date Phone Number

MAY 25 2016

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Authorized Staff OR Donee - Representative: (If being
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Date Phone Number

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1	Modem			Non-Working
7	APC Battery Backups (Need new Batteries)			Non-Working
2	CopyMax Surge Protectors			Non-Working
2	Telephones (can not dial out)			Non-Working
2	2-Plug Surge Protectors			Non-Working

Parties involved:

FROM (Transferor Department): County Clerk

Transferor - Elected Official/Department Head/
Authorized Staff:

Nancy E. Rister

Print Name

Signature

Contact Person:

Terri Countess

Print Name

943-1521

Date Phone Number

MAY 25 2016

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Authorized Staff OR Donee - Representative: (If being
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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)
14	Dell Mouse			Working
1	Electric Stapler (Won't Staple)			Non-Working
1	Electric Pencil Sharpener			Working
1	Manual Stapler (Won't Staple)			Non-Working
4	Logitech Mouse			Working

Parties involved:

FROM (Transferor Department):

County Clerk

Transferor - Elected Official/Department Head/
Authorized Staff:

Nancy E. Rister

Print Name

Signature

Contact Person:

Terri Countess

Print Name

943-1521

Date Phone Number

MAY 25 2016

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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	Dell Optiplex GX620	s/n 8G84N81		Working
1	Dell Optiplex 760	s/n GJXVGK1		Working
1	Dell Optiplex 760	s/n GJYDHK1		Working
1	Dell Optiplex 760	s/n GJY6GK1		Working
1	Dell Optiplex 760	s/n GJXSGK1		Working

Parties involved:

FROM (Transferor Department):

County Clerk

Transferor - Elected Official/Department Head/
Authorized Staff:

Nancy E. Rister

Print Name

Signature

Contact Person:

Terri Countess

Print Name

943-1521

Date Phone Number

MAY 25 2016

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

Auction

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

Print Name

Print Name

Signature

Date Phone Number

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1	Dell Optiplex 780	s/n C7HC3M1		Working
1	Dell Optiplex 780	s/n 77BT3P1		Working
1	Dell Optiplex 780	s/n 47BT3P1		Working
1	Dell Optiplex 780	s/n 87BT3P1		
28	Dell Keyboards			

Parties involved:

FROM (Transferor Department):

County Clerk

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

Nancy E. Rister

Terri Countess

Print Name

Print Name

Signature

Date Phone Number

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