

Williamson County

Asset Status Change Form

Print 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	10 ft. conference table		A102726	Non-Working

Parties involved:

FROM (Transferor Department): 368th District Court

Transferor - Elected Official/Department Head/
Authorized Staff:

Jennifer Tredemeyer

Print Name

Signature

Contact Person:

Jennifer Tredemeyer

Print Name

May 27, 2016

Date

+1 (512) 943-1368

Phone Number

TO (Transferee Department/Auction/Trade-In/Donor): Surplus Destruction

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

* 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 _____

368th conference table

Jennifer Tredemeyer

Fri 6/10/2016 9:19 AM

To: Jayme H. Jasso <jayme.jasso@wilco.org>;

Jayme:

Just to clarify why the conference table was marked for destruction, it appears that the conference table has been repaired several times and maintenance has indicated that it should go to destruction.

Sincerely,

Jennifer Tredemeyer

Court Administrator for Judge Rick Kennon

368th Judicial District Court

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Georgetown, Texas 78626

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