# Williamson County
## Asset Status Change Form

[ Print Form ]

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

○ TRANSFER bet ween county departments  ☒ TRADE-IN for new assets of similar type for the county  ○ DESTRUCTION due to Public Health / Safety

● SALE at the earliest auction *  ○ DONATION to a non-county entity

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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 | Black swivel chair w/arms & wheels | CA-31704 (CA)  SKU# 700230 | N/A | Working |
| 1 | Black swivel chair w/arms & wheels | PI-99540-18 SKU# 141500 | N/A | Working |
| 1 | Blue swivel chair w/arms & wheels | HON C78WAP | N/A | Working |
| 1 | Blue swivel chair w/arms & wheels | HON CZ8WAP | N/A | Working |
| 1 | Maroon swivel chair w/wooden arms & wheels | HON DHUFP9 | N/A | Working |

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## Parties involved:

**FROM** (Transferor Department): Williamson County Sheriff's Office Crisis Intervention Team

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

Chief Marshall

Print Name

_[signature]_   6-7-16

Signature   Date

**Contact Person:**

Virginia Johnson - Crisis Intervention Team

Print Name

+1 (512) 943-1650

Phone Number

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**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.)

Print Name

Signature   Date

**Contact Person:**

RECEIVED

Print Name

JUN – 9 2016

Phone Number

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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* 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 _____