

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	Dell monitor	CN-0FP816-74261-84H-1VGS		Working
1	Chair			
1	Black 4-drawer lateral cabinet			

Parties involved:
FROM (Transferor Department): Auction

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

 Tony Hill
 Print Name

 Tony Hill
 Print Name

 Signature Tammy McElley August 15, 2016
 Date

 +1 (512) 943-3314
 Phone Number

RECEIVED

TO (Transferee Department/Auction/Trade-in/Donee): Commissioner Pct 2

**Transferee - Elected Official/Department Head/
Authorized Staff OR Donee - Representative:** (If being
approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

 Kathy Pierce
 Print Name

 Kathy Pierce
 Print Name

 Signature Kathy Pierce August 15, 2016
 Date

 +1 (512) 260-6514
 Phone Number

 AUG 15 2016
 AUDITOR'S OFFICE
 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 _____