

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)
	See attached sheet of items			

Parties involved:

FROM (Transferor Department):

All District Courts
425th District Court 0441 0435

Transferor - Elected Official/Department Head/

Authorized Staff:

Print Name

Signature

Contact Person:

Print Name

Date Phone Number

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

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

Contact Person:

Print Name

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 _____

SEP - 6 2016

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

Magistrate

1 2 draw metal desk	12147633325
1 Dell Intel Core I3 w/ monitor, keyboard & mouse	GX308869
1 Canon Image Formula DR M160II	Warehouse Donation
3 Black Leather executive chairs	Warehouse Donation
1 Fabric Executive Chair	135R Key Code
1 5 drawer HON File Cabinet	CNCRXC90836
1 HP Laserjet 4250N printer	DPW 16650
1 2 Draw ASE File Cabinet	U60283J7J703956
1 Brother Laser Fax 4750E Super G3	
1 2 door cabinet	
1 Long table	
1 Dell AMV Windows XP Computer w/ keyboard & mouse	GLMWOG1
1 Dell Lap Top w/ Docking station & 17" monitor, keyboard and Mouse	
1 2 Drawer metal desk	
1 HP Laserjet 4240n printer	CNRXS17674
1 HOM Phone Model 6408D+	A21653009113
1 Canon DR 2510C	EE305190
1 Dell Lap Top w/ keyboard, mouse 15" Monitor	4406335741
1 Workcenter 5945 Xerox Equipment ID K6657 Copy Machine	X76708235
1 Canon M11065 Scanner DR 2010C	EF360850
1 Optiplex 760 C02617	GJXWKG1
1 Avaya Phone	421653008720
1 Avaya Phone	12N515502338
1 Avaya Phone	969T61004033
1 Dell PC 2010 Microsoft	88Y64V1-117956407709
1 Dell 2007 PC	00144-050-027-913
1 Canon Scanner	GX308647
1 Canon Scanner	FQ310655
1 Dell Pro Windows Lap Top w/ docking station 17" Monitor, Mouse and Key	4524686174
1 Canon Image Formula DR M160II	GX320517