

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	2007 SECAP folder/insertor Model SI3300	S/N: 1402031	N/A	Working

Parties involved:
FROM (Transferor Department): Tax Assessor/Collector

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

 Larry Gaddes
 Print Name

Signature

September 27, 2016

Date

Contact Person:

Judy Kocian

Print Name

+1 (512) 943-1954

Phone Number

RECEIVED

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

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

 Christopher Davis
 Print Name

Signature

9/27/16

Date

Contact Person:

 Christopher Davis
 Print Name

+1 (512) 943-1630

Phone Number

SEP 29 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 _____