

Williamson County

Asset Status Change Form

Print 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# (serlal, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
4	HIGH-BACK TASK CHAIR	N/A		Working

Parties involved:**FROM** (Transferor Department): JUSTICE OF THE PEACE, PRECINCT 3**Transferor - Elected Official/Department Head/
Authorized Staff:**

JUDGE BILL GRAVELL, JR.

Print Name

Signature

Contact Person:

MELISSA GOINS

Print Name

+1 (512) 943-1508

Date Phone Number

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.)**Contact Person:**

Print Name

Print Name

Signature

Date Phone Number

OCT 24 2016

* 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 _____

Williamson County

Asset Status Change 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	Imagistics Copier model# 7B35	serial# 4050127		Non-Working
1	Imagistics Copier model# im4511	serial# 5100168		Non-Working

Parties involved:

FROM (Transferor Department): Adult Probation

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

Steve Morrison

Print Name

Signature

Contact Person:

Kath Blankenship

Print Name

+1 (512) 943-3517

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Auction (money to come back to Adult Probation)

**Transferee - Elected Official/Department Head/
Authorized Staff OR Donee - Representative:** (If being

approved for Sale or Trade-in, no signature is necessary.)

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

RECEIVED

OCT 24 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.

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