

# 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	Latitude E6520	1P6FQ1		fair working cond: Battery is no good - so only work re plugged in - 2

**Parties involved:**

**FROM** (Transferor Department): Comm Pct 1

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

**Contact Person:** **RECEIVED**

Terry Cook  
Print Name

JAN 23 2017  
Print Name

Terry Cook  
Signature

1/17/17  
Date

**AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS**  
Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donee): Comm 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:**  
Tommy Smith  
Print Name

C. Long  
Print Name

C. Long  
Signature

1/17/17  
Date

512 240 4280  
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 \_\_\_\_\_