

# 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☐ RETIRED; NOT FOUND DURING INVENTORY AUDIT☐ 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 Optiplex GX280 - Asset Number 41350;	1CYX881 / C916		Non-Working
	Not located during audit - location unknown			Non-Working
1	Dell Latitude D810 - Asset Number 42053;	F2LW891 / C1054		Non-Working
	Not located during audit - location unknown			

**Parties involved:****FROM** (Transferor Department): County Commissioner Office Pct. 4**Transferor - Elected Official/Department Head/  
Authorized Staff:**

Julia Cooper

Print Name



Signature

1-23-17

Date

**Contact Person:**

Julia Cooper

Print Name

+1 (512) 846-1190

Phone Number

**TO** (Transferee Department/Auction/Trade-in/Donee): Not located during audit - location unknown**Transferee - Elected Official/Department Head/  
Authorized Staff OR Donee - Representative:** (If being  
approved for Sale or Trade-in, no signature is necessary.)**Contact Person:** RECEIVED

Print Name

Print Name

JAN 23 2017

Signature

Date Phone Number

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 \_\_\_\_\_

# Williamson County

## Asset Status Change Form

Print Form

The following asset(s) is(are) considered for: (select one)

- ☒ ~~Remove From Asset List - not found~~  
☐ 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	Dell Dimension T700	S/N 6Y1P50B/C697		
1	Dell Inspiron 8600	S/N CBFZP41/0699		
1	Dell Inspiron 8600	S/N H7Y3351/C700		
<del>1</del>	<del>Dell Projector 1100MP</del>	<del>S/N G2RLY51/A/A</del>		
<del>1</del>	<del>Dell Latitude D810</del>	<del>S/N D3Z L89H/E105</del>		

## Parties Involved:

FROM (Transferor Department): Commissioner 1Transferor - Elected Official/Department Head/  
Authorized Staff:

Terry Cook

Print Name

Terry Cook

Signature

Contact Person:

Doris Sanchez

Print Name

1/6/15

Date

512-244-8610

Phone Number

8614 direct

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.)

Contact Person:

Print Name

Print Name

Signature

Date

Phone Number

RECEIVED

JAN 10 2017

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 \_\_\_\_\_

# 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

- ☒ ~~Remove from Asset List - item not found~~
- ☐ 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)
<del>1</del>	<del>Dell Latitude E6420</del>	<del>S/N 116F2Q1</del>		<del>not found</del>
1	Dell Optiplex 740	S/N 7JFT7J1		not found

**Parties involved:**FROM (Transferor Department): 0211 - Commissioner

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Terry Cook

Terry Cook

Print Name

Print Name

Terry Cook

1/9/17 512 244 8614

Signature

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.)

Contact Person:

RECEIVED

Print Name

Print Name

Signature

Date Phone Number

JAN 10 2017

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 \_\_\_\_\_