

# 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
- NOT Found - Should be Retired*
- 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 Latitude D620	HBS0BD1	44529	Non-Working
1	Latitude E6500 Laptop	7NHY0M1	53873	Non-Working
1	Dell Latitude E6510 Notebook	37GV3Q1	55988	Non-Working

**Parties involved:**

**FROM** (Transferor Department): Treasurer

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

Jerri Jones  
 \_\_\_\_\_  
 Print Name  
  
 \_\_\_\_\_  
 Signature  
 February 1, 2017  
 \_\_\_\_\_  
 Date

**Contact Person:**

Jerri Jones  
 \_\_\_\_\_  
 Print Name  
 +1 (512) 943-1540  
 \_\_\_\_\_  
 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  
 \_\_\_\_\_  
 Date

**Contact Person:**

\_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Phone Number

RECEIVED

FEB - 1 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 \_\_\_\_\_