

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	Dark wood desk			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

RECEIVED

FEB 22 2017

Parties involved:

FROM (Transferor Department): Auction

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

Transferor - Elected Official/Department Head/
Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Const. 1

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

* 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

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Windows 8 Surface Pro with mouse	010709452453	WC00209	Working
1	Docking Station, Model: 1664	0267785523486		Working

Parties Involved:

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FROM (Transferor Department): Bill Gravell Jr., Justice of the Peace, Pct. #3

Transferor - Elected Official/Department Head/
Authorized Staff:

Bill Gravell Jr.

Print Name

Signature

Contact Person:

Melissa Goins

Print Name

+1 (512) 943-1508

Date Phone Number

FEB 22 2017

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

TO (Transferee Department/Auction/Trade-In/Donor): Shawn Dick, District Attorney

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

Shawn Dick

Print Name

Signature

Contact Person:

Bridget Chapman

Print Name

+1 (512) 943-3513

Date Phone Number

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Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Executive High-Back Chair	Realspace EC620		Working

Parties involved:
FROM (Transferor Department): 26th District Court

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

Judge Donna King

Print Name

Signature

February 15, 2017

Date

Contact Person:

Debbie Lewis

Print Name

+1 (512) 943-1226

Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): Magistrate Office

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

Tom Eastes

Print Name

Signature

February 15, 2017

Date

Contact Person:

Teri Miller

Print Name

+1 (512) 943-1496

Phone Number

FEB 23 2017
**AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS**

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