

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

• NOT FOUND DURING AUDIT, REMOVE FROM INVENTORY

☐ 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 Monitor (purchased in 04 - no longer in Purchasing)	CN-05Y232	n/a	Non-Working
1	Dell Optiplex GX280 (purchased in 05 - no longer in Purchasing)	7B84P71/C877	n/a	Non-Working
1	Dell Optiplex 740 (purchased in 07 - no longer in Purchasing)	3QTN2F1	n/a	Non-Working
1	3M Projector MP8625 (purchased in 99 - no longer in Purchasing)	G9F106975	n/a	Non-Working

Parties involved:

These assets will be removed from the books as they cannot be located

FROM (Transferor Department): Purchasing

Transferor - Elected Official/Department Head/Authorized Staff:

Kerstin Hancock

Print Name

Signature

Contact Person:

Kerstin Hancock

Print Name

+1 (512) 943-1546

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.)

Print Name

Signature

Contact Person:

RECEIVED

Print Name

FEB 21 2017

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 _____

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☒ ITEMS UNAVAILABLE PRIOR TO JANUARY 2017.

☐ 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	APPLE COMPUTER	W89220R88Q5	49890	
1	APPLE COMPUTER	W892212T8Q5	49891	
1	APPLE COMPUTER	W8922153BQ5	49892	
1	CANNON IMAGE FORMULA BR-6010L FB301311		54102	
1	MAC BOOK PRO 13" LAPTOP (2009) W80274WLATP		54411	

Parties involved:

FROM (Transferor Department): DISTRICT ATTORNEY'S OFFICE

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

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

FEB 21 2017

Signature

Date Phone Number

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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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	HP LASERJET PRINTER 1300N	CNLCB201650 /1408	39193	
1	HP LASERJET PRINTER 4200N	USGNS60403 /1409	40500	
1	CANNON IMAGE FORMULA DR6010C SCANNER		65727	
1	HP LASERJET PRINTER 2430N	CNGVF56444 /1447	43471	
1	ATIVA SHREDDER	NOT AVAILABLE	48509	

Parties involved:

FROM (Transferor Department):

DISTRICT ATTORNEY'S OFFICE

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

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:

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Print Name

Print Name

Signature

Date Phone Number

FEB 21 2017

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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1	DELL OPTIPLEX 780 COMPUTER	4KXVNM1	54789	

Parties involved:

FROM (Transferor Department):

DISTRICT ATTORNEY'S OFFICE

Transferor - Elected Official/Department Head/

Authorized Staff:

Print Name

Signature

Contact Person:

Print Name

Date Phone Number

GRACE FRIAS

512-943-1234

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

Signature

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