

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
- ☐ 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)
	see attached			
2	file cabinets	No Tags	-	Used/Good

Parties involved:

MAR 14 2017

FROM (Transferor Department): Law Enforcement (560)

Transferor - Elected Official/Department Head/Authorized Staff:

Contact Person:

Print Name

Peggy Braun

Print Name

Signature

Date Phone Number

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

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 _____

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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	four drawer file cabinet			Working <input type="checkbox"/>
1	two drawer file cabinet			Non-Working <input type="checkbox"/>
1	five drawer file cabinet			Working <input type="checkbox"/>
1	wooden table			Working <input type="checkbox"/>
1	desk chair			Working <input type="checkbox"/>

Parties involved:
FROM (Transferor Department): County Judge's office

Transferor - Elected Official/Department Head/Authorized Staff:
Contact Person:

Rebecca Clemons

Rebecca Clemons

Print Name

Print Name

Rebecca Clemons

5129431577

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Warehouse/Auction

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

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If for Sale, the asset(s) was(were) delivered to warehouse on _____ by _____

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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	laptop stand and docking station			Working <input type="checkbox"/>
3	Dell power cord			Working <input type="checkbox"/>
				<input type="checkbox"/>
		MAF 16 2017		<input type="checkbox"/>
				<input type="checkbox"/>

Parties involved:**FROM** (Transferor Department): County Judge
**Transferor - Elected Official/Department Head/
Authorized Staff:**

Rebecca Clemons

Print Name

Signature

Contact Person:

Rebecca Clemons

Print Name

5129431577

Date Phone Number

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

Auction

**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

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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	Worldline Printer Cartridge WL-C6602A for Printers, Black	N/A		Working
1	NuKote BM282 Citizen GSX- 140	N/A		Working
1	Panasonic KX-FA65 Film Cartridge	N/A		Working
1	Brother TN-350 Toner Cartriddge	N/A		Working

Parties involved:

MAY 16 2017

FROM (Transferor Department): Williamson County Clerk

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

Nancy E. Rister

Print Name



Signature

March 14, 2017

Date

Contact Person:

Sean L. Johnson

Print Name

+1 (512) 943-1549

Phone Number

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

Auction

**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.

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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	Pitney Bowes postage machine without meter Model DEBO	S/N: 64251	N/A	Non-Working
1	Two drawer gray file cabinet-missing legs to keep even	N/A	N/A	Non-Working
1	6 ft mahogany desk	N/A	N/A	Working
2	Metal drawers fit for cubicles	N/A	N/A	Working

Parties involved:
FROM (Transferor Department): Tax Assessor/Collector

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

Larry Gaddes

Print Name

Signature

March 13, 2017

Date

Contact Person:

Judy Kocian

Print Name

+1 (512) 943-1954

Phone Number

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

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

Tony Hill

Print Name

Signature

Date

Contact Person:

Print Name

Phone Number

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1	Large cabinet MCO-102407/Tropic Sand	Sandusky CAC1362472-04		Working

MAR 16 2017

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

Julia Cooper

Julia Cooper

Print Name

Print Name



3/15/2017

+1 (512) 943-3761

Signature

Date

Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Tony Hill

Auction

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

Tony Hill

Tony Hill

Print Name

Print Name

3/15/2017

+1 (512) 943-3314

Signature

Date

Phone Number

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