

Williamson County

Asset Status Change 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
☐ 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	Frigidaire Refrigerator/Freezer	S/N BA43506147	n/a	Working

Parties Involved:

FROM (Transferor Department): District Clerk

Transferor - Elected Official/Department Head/Authorized Staff:

Lisa David
Print Name

Signature

Contact Person:

Teresa Maskunas
Print Name

March 23, 2017
Date

+1 (512) 943-1212
Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): Balliff Office 360

Transferee - Elected Official/Department Head/

Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-in, no signature is necessary.)

Lt. Pearson

Print Name

Signature

Contact Person:

Print Name

+1 (512) 943-1190
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 _____

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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	3-Shelf Utility Cart with Electrical outlet	Luxor		Working

Parties involved:

FROM (Transferor Department): District Clerk

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

Teresa Maskunas

Print Name

Print Name

Signature

March 27, 2017

Date

+1 (512) 943-1212

Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): County Attorney

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

Stephanie Lloyd

Print Name

Print Name

Signature

March 27, 2017

Date

512-943-1116

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

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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