

# 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)
1	Dell 21" Flat Screen Monitor	CN-OTYXD9-74445-08C-BTHL	NA	Working

**Parties involved:**
**FROM** (Transferor Department): 583 Emergency Services

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

John Sneed

Print Name

Signature

**Contact Person:**

John Sneed

Print Name

Date

Phone Number

4-3-17

512-864-8210

**RECEIVED**
**TO** (Transferee Department/Auction/Trade-in/Donee): Commissioner Pct #2

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

Commissioner Long

Print Name

Signature

**Contact Person:**

Tammy Smith

Print Name

Date

Phone Number

**APR - 4 2017**
**AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS**

512-260-61280

\* 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 \_\_\_\_\_