

Williamson County

Asset Status Change Form

[Print Form](#)

The following asset(s) is(are) considered for: (select one)

- ☐ TRANSFER between 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	HP OFFICEJET 4500 COLOR PRINTER	CN0CFF0DB		Working

Parties involved:

FROM (Transferor Department): 0581

Transferor - Elected Official/Department Head/
Authorized Staff:

Contact Person:

MICHAEL WRIGHT

AUBURY HOLMES

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

MAY - 3 2017

Signature

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 _____

Williamson County

Asset Status Change Form

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- ☐ 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)
16	Pallets of 2'x4' lay-in fluorescent lighting			Working

Parties involved:FROM (Transferor Department): Facilities**Transferor - Elected Official/Department Head/Authorized Staff:****Contact Person:**

Todd Imboden

Todd Imboden

Print Name

Print Name



+1 (512) 943-1610

Signature

Date Phone Number

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

Print Name

Print Name

Signature

Date Phone Number

RECEIVED

MAY - 3 2017

AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

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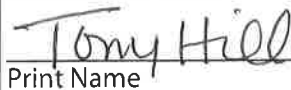
- ☐ TRANSFER bet ween county departments
 ☐ DONATION to a non-county entity
☒ SALE at the earliest auction *
 ☐ DESTRUCTION due to Public Health / Safety
☐ TRADE-IN for new assets of similar type for the county
 ☐ SALE to a government entity / civil or charitable organization in the county at fair market 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	Computer Desk			Working <input type="checkbox"/>
1	Metal Desk			Working <input type="checkbox"/>
1	Upper Storage Unit			Working <input type="checkbox"/>
2	Chairs			Working <input type="checkbox"/>
				<input type="checkbox"/>

Parties involved:

FROM (Transferor Department): ITS

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


Tony Hill

Print Name

Print Name



5/1/2017

943-3314

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: RECEIVED

Tony Hill

Print Name

Print Name

MAY - 3 2017

5/1/2017

943-3314

Signature

Date

Phone Number

**AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS**

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