

# Williamson County

## Asset Status Change Form

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

- ☐ 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	Dell monitor, 19"			Non-Working

**Parties involved:**
**FROM** (Transferor Department): Auditor's Office

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

Julie M. Kiley

Print Name

Signature

May 10, 2017

Date

**Contact Person:**

Lisa Moore

Print Name

+1 (512) 943-1623

Phone Number

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

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

**Contact Person:**

Print Name

Print Name

Signature

Date

Phone Number

RECEIVED

MAY 10 2017

AUDITOR'S OFFICE

\* If the above asset(s) is (are) listed for sale at auction and no bids are made, the Purchasing Director may choose to 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

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)
	SEE ATTACHED LIST			

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

TODD IMBODEN

Print Name

Signature

**Contact Person:**

TODD IMBODEN

Print Name

+1 (512) 943-1610

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

RECEIVED

MAY - 9 2017

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 \_\_\_\_\_

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
11	Dell Computer Monitors			Working
12	Computer Keyboards			Working
2	Plantronics Wireless Headset			Working
6	Computer Mice			Working
1	Presidian Cordless Phone			Working
1	Logitech Webcam			Working
2	Electronic Letter Opener			Working
1	Laptop Docking Station			Working
1	Dell Latitude D620		C01242	Working
1	Dell Latitude D630		C01805	Working

**RECEIVED**

**MAY - 9 2017**

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

# Williamson County

## Asset Status Change Form

Print Form

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

- ☐ 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)
3	Office Chairs	NA	NA	Working

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

Chelsea Stevens

Print Name



Signature

April 28, 2017

Date

**Contact Person:**

Angela Dismukes

Print Name

+1 (512) 943-3300

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

RECEIVED

MAY - 9 2017

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 \_\_\_\_\_