

# 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)
1	Dell Monitor 17"			Working <input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Parties involved:**

FROM (Transferor Department): Auction

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

Print Name

Tony Hill

Print Name

Signature

5/3/2017

943-3314

Date Phone Number

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

**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

Nathan Zinsmeyer

Print Name

Signature

5/3/2017

943-1561

Date Phone Number

RECEIVED

\* 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

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

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

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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	Dell Optiplex 7010	83HD7Y1		Working <input type="checkbox"/>
1	Dell Optiplex 7010	83KB7Y1		Working <input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

### Parties involved:

FROM (Transferor Department): Auction

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

*Tony Hill*

Tony Hill

Print Name

Print Name

*[Signature]*

5/3/2017

943-3314

Signature

Date Phone Number

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

Transferee - Elected Official/Department Head/

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

Contact Person:

*Dee Hobbs*

Stephanie Lloyd

Print Name

Print Name

*Dee Hobbs*

5-10-17

943-1114

Signature

Date Phone Number

MAY 12 2017

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

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