

Vehicle Status Change

Reason for Status Change	TRANSFER (complete Receiving Department section)
Department	553 - Constable Pct 3
County VIN/Serial Number	4K8UX142631E99915
Equipment/Door Number	5310
License Plate	9064182
Year	2003
Make	BIG TEX
Model	70TV
Elected Official/Department Head/Authorized Staff Digital Signature	✔ Theresa Lock 6/20/2017 9:36 AM
Department Transfer	
Receiving Department Signature	✔ Jeff Ivey 6/20/2017 12:36 PM
Budget Office Signature Acknowledgement	✔ Ashlie Koenig 6/20/2017 4:27 PM
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Transfer
Fleet Comments	Transfer from 553 to 210
Authorized Fleet Staff Digital Signature	✔ Kevin Teller 6/21/2017 7:25 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✔ Heather Kirkwood 6/21/2017 8:11 AM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✔ Angela Schmidt 6/22/2017 9:38 AM
To be completed by Purchasing Department	
Fleet Comments	Transfer from 553 to 210
Purchasing Department Signature Acknowledgement	✔ Jayme Jasso 6/22/2017 11:34 AM

Human Resources

Created by Williamson County Technology Services