

# 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	Avanti Refrigerator			Working
1	Dell B2375dnf printer	Service tag #23HZ4Y1		Non-Working

### Parties involved:

**FROM** (Transferor Department): Sheriff Administration

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

Chief Tim Ryle

Print Name

Signature

**Contact Person:**

Starla Hall

Print Name

+1 (512) 943-5270

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.)

Print Name

Signature

**Contact Person:**

Print Name

Date Phone Number

RECEIVED

JUL 19 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 \_\_\_\_\_

# Williamson County

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Print Form

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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)
2	4-drawer verticle file cabinets			Working <input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Parties involved:**

FROM (Transferor Department): County Clerk

Transferor - Elected Official/Department Head/  
Authorized Staff:

Contact Person:

Print Name

Nancy E. Rister

Print Name

Signature

7/13/2017

Date

512-943-1549

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:

Tony Hill

Print Name

Print Name

943-3314

Date

Signature

RECEIVED

JUL 18 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.

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☒ **SALE** at the earliest auction      ☐ **DONATION** to a non-county entity

**Asset list:**

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	Cream colored work surface with keyboard tray		
2	Blue stacking chairs		
1	Four drawer vertical file cabinet		
1	Blue office chair		
42	Black plastic file trays		
5	Wire phone stands		
1	Plastic phone stand		
2	Black plastic file sorters		

**Parties involved:**

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**  
MICHELLE BRODDRICK

**Contact Person:**  
SUSAN CARRANCO

Print Name  
*Michelle Broddrick*  
Signature

Print Name  
512-943-3646

Phone Number

Date 7, 20, 17

**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

Phone Number

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RECEIVED**

JUL 21 2017

**For assets donated to a non-county entity:**

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ \_\_\_\_\_

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

## 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 \_\_\_\_\_

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- ☐ TRANSFER between county departments      ☐ TRADE-IN for new assets for the county  
☒ SALE at the earliest auction      ☐ DONATION to a non-county entity

## Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
6	Plastic wall mount file holder		
1	Wire wall mount file holder		
10	Portable calculators		
1	Box of assorted VHS tapes (qty 50)		
1	Box of assorted VHS tapes (qty 15)		
2	Plastic magazine holders		
1	TV on black rolling cart	Serial #310120231082382	
1	VCR	Serial #052220733138A	

## Parties involved:

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**  
MICHELLE BRODDRICK

**Contact Person:**  
SUSAN CARRANCO

Print Name  
*Michelle Broddrick*  
Signature

Print Name  
512-943-3646

Phone Number

Date 7, 20, 17

**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**

Print Name

Print Name

Signature

Phone Number JUL 21 2017

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AUDITOR'S OFFICE

**For assets donated to a non-county entity:**

WILLIAMSON COUNTY, TEXAS

The Donee accepts the above assets and has determined the Fair Market Value of assets to be \$ \_\_\_\_\_

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by \_\_\_\_\_

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**Asset list:**

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
2	Wooden measuring boards		
1	Shredder		
2	Desktop mini reffridgerators (located in WIC Supply room)		
2	Dorm size refrigerators (located in WIC supply room)		

**Parties involved:**

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**  
MICHELLE BRODDRICK

**Contact Person:**  
SUSAN CARRANCO

Print Name  
*Michelle Broddrick*  
Signature

Print Name  
512-943-3646

Phone Number

Date 1, 20, 17

**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**

Print Name

Print Name

JUL 21 2017

Signature

Phone Number

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

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**Asset list:**

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
7	Maroon Chairs		
4	2 hole punches		
1	desk organizer		
2	cream colored staplers		
1	mourse		
1	inbox tray		
1	black rolodex		
1	hole punch		

**Parties involved:**

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**  
MICHELLE BRODDRICK

**Contact Person:**  
SUSAN CARRANCO

Print Name Michelle Broddrick  
Signature \_\_\_\_\_

Print Name  
512-943-3646  
Phone Number \_\_\_\_\_

Date 7, 20, 17

**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**

Print Name \_\_\_\_\_

Print Name JUL 21 2017

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_  
AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
3	Staple removers		
1	Index box		
2	Small file sorters		
1	Large file sorter		
2	Legal size hanging file frames		
1	Tape dispenser		
2	Small dry erase boards		
2	Cork bulletin boards		

## Parties involved:

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

MICHELLE BRODDRICK

**Contact Person:**

SUSAN CARRANCO

Print Name

*Michelle Broddrick*

Print Name

512-943-3646

Signature

Phone Number

Date

7, 20, 17

**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:**

RECEIVED

Print Name

Print Name

JUL 21 2017

Signature

Phone Number

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	Metal wall literature holder		
1	Small table		
1	Pencil holder		
1	Clear telephone stand		
1	5 drawer verticle file cabinet		
1	4 drawer verticle file cabinet		
1	White stool		
1	Yellow desk		

## Parties involved:

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**  
MICHELLE BRODDRICK

**Contact Person:**  
SUSAN CARRANCO

Print Name  
*Michelle Broddrick*  
Signature

Print Name  
512-943-3646

Phone Number

Date 1, 20, 17

**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**

Print Name

Print Name JUL 21 2017

Signature

Phone Number  
AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**Asset list:**

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	4 drawer lateral file cabinet		
1	Large dry erase board		
2	Pink office chairs with arms		
2	Small bulletin boards		
1	Medium bulletin board		
1	Blue office chair		
1	Gray office chair		
1	Organizer tray		

**Parties Involved:**

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**  
MICHELLE BRODDRICK

**Contact Person:**  
SUSAN CARRANCO

Print Name Michelle Broddrick  
Signature \_\_\_\_\_

Print Name  
512-943-3646

Phone Number \_\_\_\_\_

Date 7, 20, 17

**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**

Print Name \_\_\_\_\_

Print Name JUL 21 2017

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_  
AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
1	Brown wood file organizer - 24 slots		
1	Autoclave sanitizer		
1	TV with VCR	Serial #AB92830241	
1	TV on rolling cart	Serial #V51239037A	
1	Wooden Chair		
1	Radio		
1	Briefcase		

## Parties involved:

**FROM** (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

MICHELLE BRODDRICK

**Contact Person:**

SUSAN CARRANCO

Print Name

*Michelle Broddrick*

Signature

Date

1, 20, 17

Print Name

512-943-3646

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**

Print Name

Signature

Date

\_\_\_ / \_\_\_ / \_\_\_

Print Name

Phone Number

JUL 21 2017

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

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## Asset list:

Quantity	Description (year, make model & etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#
3	computer monitors (in server room)		
1	Fax machine (in server room)		
1	Copier (in server room)		

## Parties involved:

FROM (Transferor Department): WILLIAMSON COUNTY AND CITIES HEALTH DISTRICT

Transferor - Elected Official/Department Head/

Authorized Staff:

MICHELLE BRODRICK

Contact Person:

SUSAN CARRANCO

Print Name

*Michelle Brodrick*

Signature

Print Name

512-943-3646

Phone Number

Date

7, 20, 17

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:

RECEIVED

Print Name

Print Name JUL 21 2017

Signature

Phone Number

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

Date

\_\_\_ / \_\_\_ / \_\_\_

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by \_\_\_\_\_