

# 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	purple cloth, 4-wheel rolling chair			Non-Working <input type="button" value="v"/>
1	brown faux leather 5-wheel rolling chair			Non-Working <input type="button" value="v"/>
				<input type="button" value="v"/>
				<input type="button" value="v"/>
				<input type="button" value="v"/>

**Parties involved:**

FROM (Transferor Department): County Judge

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

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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

**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

Date Phone Number

 SEP 21 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 \_\_\_\_\_