

Williamson County

Asset Status Change Form

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

- ☐ TRANSFER between county departments
- ☐ SALE at the earliest auction *
- ☐ TRADE-IN for new assets of similar type for the county

☒ **ASSET NOT FOUND**

- ☐ 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	MOTOROLA XTS 5000 HANDHELD RADIO	721CGF3934	30692	Non-Working

Parties involved:

FROM (Transferor Department): LOST ITEM SINCE 2009

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

Contact Person:

THERESA LOCK

THERESA LOCK

Print Name

Print Name


Signature

September 18, 2017

+1 (512) 943-1436

Date

Phone Number

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

**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

SEP 18 2017

Signature

Date

Phone Number

**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 _____