

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)
	See attached spreadsheet			

Parties involved:**FROM** (Transferor Department): Auditor's Office**Transferor - Elected Official/Department Head/Authorized Staff:**

Julie M. Kiley

Print Name



Signature

November 13, 2017

Date

Contact Person:

Lisa Moore

Print Name

+1 (512) 943-1623

Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): 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

Date

Contact Person:

Print Name

Phone Number

* 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 _____

Auditor's Office Assets for Auction

<i>Quantity</i>	<i>Description</i>	<i>Manufacturer ID</i>	<i>County Tag #</i>	<i>Condition of Assets</i>
1	Desk w/pedestal and pencil drawer			Working
1	Desk bridge			Working
1	Credenza w/lateral file			Working
1	Desk w/pedestal			Working
1	Lateral file			Working
1	3-shelf bookcase			Working
2	Guest chairs			Working
2	Desk chairs			Working
1	Desk w/2 pedestals			Working
1	Freestanding desk peninsula			Working