

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.)	A#	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell Latitude E5530	65904	J81YKX1		Working
1	Dell Latitude E5530	65906	181YKX1		Working
1	Dell Latitude E5530	65899	JB2YKX1		Working
1	Dell Latitude E5530	65886	BQ0YKX1		Working
1	Dell Latitude E5530	65925	7V0YKX1		Working

Parties involved:
FROM (Transferor Department): Williamson County Emergency Communications

Transferor - Elected Official/Department Head/
Authorized Staff:

Print Name

Signature

Contact Person:

Matt Velasquez, ESOC 512-864-8259

Print Name

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

Date Phone Number

Contact Person:

JAN 26 2018

Print Name

**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 _____

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1	Dell Latitude E5530	65931	823YKX1		Working
1	Dell Latitude E5530	65927	8B2YKX1		Working
1	Dell Latitude E5530	65907	241YKX1		Working
1	Dell Latitude E5530	65921	6X1YKX1		Working
1	Dell Latitude E5530	65918	531YKX1		Working

Parties involved:**FROM** (Transferor Department): Williamson County Emergency Communications**Transferor - Elected Official/Department Head/****Authorized Staff:**

Print Name

Signature

Contact Person:

Matt Velasquez, ESOC 512-864-8259

Print Name

Date 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.)

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1	Dell Latitude E5530	65928	8H2YKX1		Working
1	Dell Latitude E5530	65923	632YKX1		Working
1	Dell Latitude E5530	65924	7Q0YKX1		Working
1	Dell Latitude E5530	65926	731YKX1		Working
1	Dell Latitude E5530	65920	6JYYKX1		Working

Parties involved:**FROM** (Transferor Department): Williamson County Emergency Communications**Transferor - Elected Official/Department Head/****Authorized Staff:**

Print Name

Signature

Contact Person:

Matt Velasquez, ESOC 512-864-8259

Print Name

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donor):**Transferee - Elected Official/Department Head/****Authorized Staff OR Donor - Representative:** (If being approved for Sale or Trade-in, no signature is necessary.)**Contact Person:**

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Quantity	Description (year, make, model, etc.)	A#	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell Latitude E5530	65896	G22YKX1		Working
1	Dell Latitude E5530	65929	892YKX1 AS 8P2YKX1 PER VELASQUEZ		Working
1	Dell Latitude E5530	65922	622YKX1		Working
1	Dell Latitude E5530	65933	921YKX1		Working
1	Dell Latitude E5530	65915	421YKX1		Working

Parties involved:

FROM (Transferor Department): Williamson County Emergency Communications

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

Matt Velasquez, ESOC 512-864-8259

Print Name

Print Name

Signature

Date Phone Number

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

Transferee - Elected Official/Department Head/

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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)
1	Dell Latitude E5530 A# 65914	392YKX1		Working
8	Dell 65W-AC Adapters			Working
				Working
				Working

Parties involved:
FROM (Transferor Department): Williamson County Emergency Communications

Transferor - Elected Official/Department Head/
Authorized Staff:
Contact Person:

Matt Velasquez, ESOC 512-864-8259

Print Name

Print Name

Signature

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.)

Contact Person:

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Print Name

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