

# Williamson County

## Asset Status Change Form

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

- |  |   |
|--|---|
| <input type="radio"/> TRANSFER bet ween county departments                   | <input type="radio"/> DONATION to a non-county entity   |
| <input checked="" type="radio"/> SALE at the earliest auction *              | <input type="radio"/> DESTRUCTION due to Public Health / Safety   |
| <input type="radio"/> TRADE-IN for new assets of similar type for the county | <input type="radio"/> 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) <i>A#</i>	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell Laptop Latitude E6530, cables, batteries & docking station	36056669005 Service Tag GKB7JV1 <i>65111</i>	GKB7JV1	Working

**Parties involved:**

**FROM** (Transferor Department): Budget Office 0100-0491

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

Ashlie Koenig

Print Name

*Ashlie Koenig*  
Signature

Date

**Contact Person:**

Jennifer Templeton

Print Name

+1 (512) 943-3756

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

Print Name

*MAY - 2 2018*

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 \_\_\_\_\_