Williamson County ASSET STATUS CHANGE FORM

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

[ ] TRANSFER bet ween county departments
[X] SALE at the earliest auction *
[ ] TRADE-IN for new assets of similar type for the county
[ ] DONATION to a non-county entity
[ ] DESTRUCTION due to Public Health / Safety

Asset List:

Quantity	Description (year, make, model, etc)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
3	Tower	6G4P7V1	CO3285	Working
	Tower	6G6M7V1	CO3294	Working
	Tower	6G5M7V1	CO3287	Working
1	Keyboard and Mouse			Working
27	Date Stampers			Working
1	Leather Desk Pad	NEW		
1	Phone			
2	Phone Extention Pads			
1	Heavy Duty Stapler			Non Working
1	Electric Stapler			Non Working
5	Desk Model Hole Punches			Working
1	Antique Cabinet	48 drawers		
17	Drawers	Extra from antique Cabinet		
1	Shredder-Office Size Medium	290104323		Non Working

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MAY - 2 2018
AUDITOR'S OFFICE
WILLIAMSON COUNTY, TEXAS

Parties involved

FROM (Transferor Department) Williamson County District Clerk

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

Lisa David, District Clerk, Teresa Maskunas, Assistant Chief Deputy — Teresa Maskunas

Print Name — Phone Number

Signature — 512-943-1212, ext 31030

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 — **Contact Person**

Signature — Phone No

* 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

From Department Lisa David, Williamson County District Clerk

Authorized Staff Teresa Maskunas, Assistant Chief Deputy
phone 512-943-1212, ext 3103