

Williamson County

Asset Status Change Form

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

- ☐ TRANSFER bet ween county departments
☒ 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
☐ 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 Asset (Working, Non-Working)
-	2	Dell Comp monitors (Tubed)	Dell	---	work
-	2	Keyboards	Keytronic / Dell	---	work
-	1	HP printer Laser Jet 1500	Hewlett Packard	---	work
-	1	HP Printer Laser Jet 1028	Hewlett Packard	---	work
1689	1	Dell Computer s/n 75TQGC1	Dell (Optiplex 740)	001278	work

Parties involved:

FROM (Transferor Department): SHERIFF'S OFFICE

Transferor - Elected Official/Department Head/

Authorized Staff:

Print Name

Signature

Contact Person:

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

Contact Person:

Print Name

Date Phone Number

RECEIVED

JUL - 2 2010

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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Print Form

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5157	1	Dell Computer s/n 25TPGC1	Dell (Optiplex 740)	CO1268	unk
0273	1	Dell Computer s/n 9H4V261	Dell	—	unk

Parties involved:

FROM (Transferor Department): SHERIFF'S OFFICE

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

Print Name

Print Name

Signature

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.)

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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