

Williamson County

Asset Status Change 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 Computer	63413	6G5H7V1		Working
1	Dell Computer	63414	6G5K7V1		Working
1	Dell Computer	63417	6G6J7V1		Working
1	Dell Computer	63416	6G5Q7V1		Working

Parties involved:
FROM (Transferor Department): District Clerk

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

Lisa David

Print Name

Signature

Contact Person:

Teresa Maskunas

Print Name

+1 (512) 943-1212

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:

Print Name

Print Name

Signature

Date

Phone Number

RECEIVED

SEP 18 2018

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 _____

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

DESTRUCTION due to
Public Health / Safety

[illegible]

From Department: Lisa David, Williamson County District Clerk