

# Williamson County

## Asset Status Change Form

Print Form

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

- ☒ TRANSFER between 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.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
2	Dell Latitude 5590 <u>A #</u>	F11WJR2, JWCWJR2		Working
2	Mini Displayport to VGA Adapter			Working
2	Dell Docks			Working
2	USB-C to HDMI adapter			Working
2	Dell Bluetooth Wireless Mouse			Working

**Parties involved:****FROM** (Transferor Department): TECHNOLOGY SERVICES
**Transferor - Elected Official/Department Head/  
Authorized Staff:**

TAMMY MCCULLEY

Print Name



Signature

Date

**Contact Person:**

HOLLY SHELL

Print Name

+1 (512) 943-1426

Phone Number

RECEIVED

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

Grace Frias

Print Name



Signature

Date

**Contact Person:**

GRACE FRIAS

Print Name

512-943-1234

Phone Number

DEC - 3 2018

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS


11/27/18

\* 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 \_\_\_\_\_