

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.)	A #	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
2	Dell Latitudes	—	9H94SQ2 and 9B94SQ2		Working
2	Dell Docks	—	54BF6421EE65 and 54BF6421EEBA		Working
2	Keyboards	—	CN09XWXWDFS0088801P3		Working
			CN09XWXWDFS00888101V		Working

Parties involved:**FROM** (Transferor Department): DISTRICT ATTORNEY**Transferor - Elected Official/Department Head/Authorized Staff:****Contact Person:**

Grace Frias

Grace Frias

Print Name

Print Name

Grace Frias

Signature

11/27/18

Date

512-943-1234

Phone Number

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

TAMMY MCULLEY

HOLLY SHELL

Print Name

Print Name

Tammy Mculley

Signature

Date

+1 (512) 943-1426

Phone Number

RECEIVED

DEC - 3 2018

* 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 _____