

Williamson County Asset Status Change Form

Print 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.)	Manufacture ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Dell Optiplex 790 Dell Windows 7	CM 6H WV1 ✓ (19LVRI)	4707 003317	A# 6933
1	Dell Optiplex 790 Dell Windows 7	1313729762	4705 100530	A# 57320
1	Dell Optiplex 780	30212028829 DVNEMMN	4706	A# 55379
1	Dell Optiplex 780	30212075485 DVNEMMN	4709	A# 55379

Parties involved:

FROM (Transferor Department): Extension Office

Transferor - Elected Official/Department Head/ Authorized Staff:
 Chelsea Stevens
 Print Name: Chelsea Stevens
 Signature: *Chelsea Stevens*

Contact Person:
 Pamela Ward
 Print Name: Pamela Ward
 Date: 5/29/13
 Phone Number: 3300

TO (Transferee Department/Auction/Trade-In/Donee): Auction - Tony Hill

Transferee - Elected Official/Department Head/ Authorized Staff OR Donee - Representative: (If being approved for Sale or Trade-In, no signature is necessary.)
 Warehouse
 Contact Person: PL...

Print Name: _____ Print Name: _____
 Signature: _____ Date: JAN 17 2019 Phone Number: _____

* 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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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
1	Optiplex 790 Dell windows 7	13143736189	2031283 4708	A#57319

Parties involved:

FROM (Transferor Department): Extension Office

Transferor - Elected Official/Department Head/

Authorized Staff: Chelsea Stevens **Contact Person:** Pamela Ward

Print Name Chelsea Stevens Print Name Pamela Ward

Signature [Signature] Date 5/2-943-3300 Phone Number

TO (Transferee Department/Auction/Trade-in/Donee): Auction - Tony Hill

Transferee - Elected Official/Department Head/ warehouse

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 JAN 17 2019 Phone Number _____

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If for Sale, the asset(s) was(were) delivered to warehouse on _____ by _____

Sent 1/17/19

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Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
			(2-21)	Working <input type="checkbox"/>
			(23-27)	Working <input type="checkbox"/>
			(29-32)	Working <input type="checkbox"/>
			(34-30)	Working <input type="checkbox"/>
10	Computers (Lines 42-52)	(Lines 42-52)	(42-52)	<input type="checkbox"/>

see attached spreadsheet

Parties involved:

FROM (Transferor Department): Justice of the Peace Pct 4

Transferor - Elected Official/Department Head/Authorized Staff:

Jessica Tiedt
 Print Name
 Signature *J Tiedt*
 Date 1/17/2019

Contact Person:

Jessica Tiedt
 Print Name
 Phone Number 5123524112

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
 Date
 Phone Number

Contact Person:

[Signature]
 Print Name
 Date JAN 17 2019
 Phone Number

* 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.

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Computers

C03304 Optiplex 790
c02943 Dell Optiplex 780
c03392 Dell Optiplex 790
c02937 Optiplex 780
5266 Optiplex 780
4910 Dell Latitude D630
5260 Optiplex 7010
5258 Optiplex 7010
3910 Optiplex 780
3906 Optiplex 780

9wcmtv1
bcxvpn1
3h82pw1
bcytpn1
bcwvpn1
gdgtyh1
f5twbz1
8MSY6Y1
BCyVPN1
BCWTPN1

64006
55655
45264
58657
55654
49999
77267
69967
55653
55658