

# Williamson County

## Asset Status Change Form

Print 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 simillar 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) A#	County Tag#	Condition of Assets (Working, Non-Working)
1	Dall Latitude 3390 2 in 1 XCTO	7VNP3P2                      217024		

**Parties involved:**

**FROM** (Transferor Department): 401 - COMMISSIONERS' COURT

**Transferor - Elected Official/Department Head/**

**Authorized Staff:**

*Rebecca Clemons*

**Contact Person:**

*Connie Odom*

Print Name

Print Name

Signature

*Rebecca Clemons*

Date

Phone Number

*2/8/19 512-843-1663 Connie Odom*

**TO** (Transferee Department/Auction/Trade-in/Donee): 402 - HUMAN RESOURCES

**Transferee - Elected Official/Department Head/**

**Authorized Staff OR Donee - Representative:** (If being approved for Sale or Trade-In, no signature is necessary.)

**Contact Person:**

RECEIVED

Print Name

FEB - 8 2019

Date      Phone Number

AUDITOR'S OFFICE  
WILLIAMSON COUNTY, TEXAS

and no bids are made, the Purchasing Director may dispose of or donate this (these) disposed of will be sent to the Auditor's Office with a date of donation or disposal.

NOTE: CONNIE ODOM  
SIGNED FOR DEPT. 401,  
REBECCA CLEMONS  
SIGNED FOR DEPT. 402

### County Auditor's Office

\_\_\_\_\_ In Commissioner's Court on \_\_\_\_\_

\_\_\_\_\_ use on \_\_\_\_\_ by \_\_\_\_\_