



# 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 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 OPTIPLEX      :- 9020	86229	SERVICE TAG # 6HS5N02	8305	Working <input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

**Parties involved:**

**FROM** (Transferor Department): CONSTABLE PCT. 3

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

THERESA LOCK  
 Print Name   
 Signature 3/20/2019  
 Date

**Contact Person:**

THERESA LOCK  
 Print Name  
 943-1436  
 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:** RECEIVED  
 Print Name MAR 18 2019  
 Print Name  
 Date  
 Phone Number 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 Commisssioner's Court on \_\_\_\_\_

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