

Williamson County

Asset Status Change 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)
1	Dell Latitude E5540	120274	CLJN32 AS CLJ5N32	2859	Working
1	Latitude E7240 Ultrabook	145312	JGF5462	2860	Working
1	Latitude E7240 Ultrabook	145310	GJF9462	2875	Working

Parties Involved:

FROM (Transferor Department): HR

Transferor - Elected Official/Department Head/Authorized Staff:

Contact Person:

Rebecca Clemons
Print Name

Print Name

Rebecca Clemons
Signature

Date Phone Number

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

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

Contact Person:

[Signature]
Print Name

Print Name

[Signature]
Signature

Date Phone Number

RECEIVED

MAR 29 2019

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 Commissioner's Court on _____

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