

Williamson County

Asset Status Change Form

Print Form

The following asset(s) is(are) considered for: (select one)

- ☐ TRANSFER bet ween county departments ☐ TRADE-IN for new assets of similar type for the county
☒ SALE at the earliest auction * ☐ DONATION to a non-county entity ☐ DESTRUCTION due to Public Health / Safety

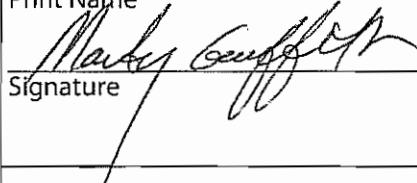
Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
2	lateral filing cabinets	n/a	n/a	Non-Working

Parties involved:**FROM** (Transferor Department): CSCD/Adult Probation
**Transferor - Elected Official/Department Head/
Authorized Staff:**

Marty Griffith

Print Name



Signature

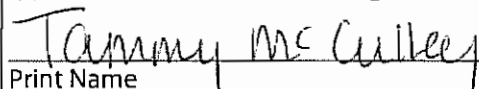
Contact Person:

Kathy Blankenship

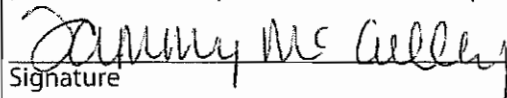
Print Name

943-3517

Date 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:


Print Name



Signature

Print Name

943-1455

Date 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 _____

Williamson County

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 ☐ TRADE-IN for new assets of similar type for the county
 ☐ DESTRUCTION due to Public Health / Safety
☒ SALE at the earliest auction *
 ☐ DONATION to a non-county entity

Asset List:

Quantity	Description (year, make, model, etc.)	Manufacturer ID# (serial, service tag, or VIN)	County Tag#	Condition of Assets (Working, Non-Working)
	See 2nd page for items			

Parties involved:**FROM** (Transferor Department): Auditor's Office**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

Julie Kiley

Print Name

Print Name

Signature

Date

Phone Number

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

Print Name

Print Name

Signature

Date

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

Quantity	Description	Serial #	County tag	Condition of Assets
1	Dell Monitor	CN-OY4299-71618-591-CAJ1		working
1	Dell Monitor	CN-OY4299-71618-591-CAGH		working
1	Dell Monitor	CN-OY6642-71618-58N-AE9L		working
1	Dell Monitor	CN-OY4299-71618-591-CAG3		working
6	Keyboards			working
4	mice			working
4	speaker sets			working
2	laptop batteries			working
1	Dell docking station	CN-OP8129-48643-59N-5160		working
1	Dell docking station	CN-OP8129-48643-59N-5274		working
2	laptop bags			working
1	Dell Latitude D810 laptop	4GN6N81	CO0994	working
1	Dell Latitude D810 laptop	HGN6N81	CO0995	working
1	Dell Optiplex GX520	C2BLN81		working
1	Dell Optiplex GX520	G2BLN81		working
1	Dell Optiplex GX520	GN2V3C1		working
1	Dell Optiplex GX520	D2BLN81		working
1	Dell Optiplex GX520	H2BLN81		working
1	HP Officejet Pro K550	MY61N312SW		non-working

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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, Unknown)
1	laptop, Dell Inspiron 5150, Mod# PP08L	CN-OW940-12961-45J, Service Tag DMHT051	C01564	Non-Working

Parties involved:**FROM** (Transferor Department): Building Maintenance**Transferor - Elected Official/Department Head/****Authorized Staff:**

Joseph Latteo

Print Name

Signature

Contact Person:

James Whetston

Print Name

943-1599

Date Phone Number

02-08-2010

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

Contact Person:

Print Name

Date Phone Number

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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	2003 Orion Television Model # TV1334A	SN#053230413555A	no tag#	Non-Working

Parties involved:

FROM (Transferor Department): 570- Corrections/Inmate Trust Fund

* COMMISSARY *

Transferor - Elected Official/Department Head/

Authorized Staff:

Contact Person:

L.C.Marshall

Maria Barraza 01-25-10

Print Name

Print Name

Signature

Date Phone Number

TO (Transferee Department/Auction/Trade-in/Donor): Auction

Transferee - Elected Official/Department Head/

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

Contact Person:

Print Name

Print Name

Signature

Date Phone Number

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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, Unknown)
1	Dell Computer & Monitor, Optiplex GX 520	54MXW81	C01023	Working
1	Dell Computer & Monitor, Optiplex GX 520	24MXW81	C01006	Working

Parties involved:**FROM** (Transferor Department): COUNTY COURT AT LAW 4 (0429)**Transferor - Elected Official/Department Head/****Authorized Staff:****Contact Person:**

JOHN B. MCMASTER

DAVID TRISTAN

Print Name

Print Name

Signature

February 10, 2010

Date

+1 (512) 943-1683

Phone Number

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

Tony Hill

Print Name

Print Name

+1 (512) 943-1488

Signature

Date

Phone Number

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