

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

Transfer from index code: 530500 Transfer to index code:

Department: Health and Human Services Agency Department:

JLN

Approved (Dept Head) Date Approved (Dept Head) Date
Patricia Charles-Heath *12/13/12*

Specific location (address): 3368 Lake Tahoe Blvd Suite 100

Where in facility? Basement and 2nd Floor

First contact person: Cathy Mullen Phone: (530) 573-3211

Second contact person: Barbara Mick Phone: (530) 573-3211

Cty Tag #	Description	Serial/VIN #	Condition
	4 Wooden Chairs with Flower cloth seats. Cloth is worn		Fair
	Dk Grey rolling chair		Poor
	Grey rolling chair		Fair
	Lt Grey rolling chair		Good
	Blue rolling chair		Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u>
Auditor records updated by: _____ Date: _____

Do not separate form. All parts of form are to be submitted as follows: Surplus only – to Purchasing, Inter-Department transfers – to Auditor
 When processing is complete, form will be separated and distributed as follows: White-Auditor, Yellow-To Dept., Copy-From Dept., Copy-Purchasing

County of El Dorado Property Transfer Request

Surplus
 Inter-Department Transfer

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Transfer from index code:		Transfer to index code:	
Department: HHSA		Department:	
Approved (Dept Head) <i>Alexa Ross</i>	Date <i>12-2-16</i>	Approved (Dept Head)	Date

Specific location (address): 3057 Briw Rd	
Where in facility? Patio	
First contact person: Jill Rubin	Phone: 642-7303
Second contact person: Amy Higdon	Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
33838	HP Laser Jet 3380	unknown-no label visible	Broken Not Functional
	Battery back up		obsolete
	IVR D1815 Toner		good
	IVR 83765 Toner		good
	Dell 1720 Toner		good
	Binder machine and supplies		unknown condition
	Small shredder (not a micro shredder)		unknown condition
	Several broken office chairs		broken
	keyboard tray parts		broken
	miscellaneous broken office supplies : id labels		broken/obsolete
	Dell Monitor		Broken Not Functional
	HP Monitor		Broken Not Functional

Routing of PTR Form	N/A or Date	Remarks:	
Sent to Auditor/Purchasing	<i>12/6/16</i>		
Posted to Intranet			
Board Approval			
Pick-up by Contractor			
Copy to Auditor		Auditor records updated by:	Date:

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County of El Dorado Property Transfer Request

Surplus

 Trade-In

 Inter-Department Transfer

Transfer from index code: 510000	Transfer to index code:
Department: Veteran Affairs	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>11/18/16</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 130 Placerville Drive

Where in facility? Conference Room

First contact person: Patricia Morello Phone: 621-5956

Second contact person: Janet Correll Phone: 621-5965

Cty Tag #	Description	Serial/VIN #	Condition
-	4 DRAWER LATERAL FILE DRAWER	-	GOOD
-	2 DRAWER VERTICAL FILE DRAWER	-	FAIR
-	4X5 DRY ERASE BOARD		STAINED

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
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Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by: _____		Date: _____

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
<input type="checkbox"/> Inter-Department Transfer			
Transfer from index code: 510000		Transfer to index code:	
Department: Veteran Affairs		Department:	
Approved (Dept Head) <i>William E. Hardy</i>	Date	Approved (Dept Head)	Date
Specific location (address): 130 Placerville Drive			
Where in facility? Conference Room			
First contact person: Patricia Morello		Phone: 621-5956	
Second contact person: Janet Correll		Phone: 621-5965	

Cty Tag #	Description	Serial/VIN #	Condition
-	Office Chair	-	Unsanitary
-	Office Chair	-	Broken
-	Miscellaneous office desk supplies - boxed		Good

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 306500

Transfer to index code:

Department: CDA - Transportation Division

Department:

Approved (Dept Head) _____ Date _____

Approved (Dept Head) _____ Date _____

ROGER NIELLO, INTERIM DIRECTOR *12/12/16*

Specific location (address): Placerville Main Library

Where in facility? Loading dock

First contact person: Julianne Melchor

Phone: (530) 621-5910

Second contact person: Sherrie Busby

Phone: (530) 621-5984

Cty Tag #	Description	Serial/VIN #	Condition
None	Two (2) vertical file cabinets, legal	None	Poor
None	One (1) metal book case	None	Poor

Routing of PTR Form	N/A or Date
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Copy to Auditor	

Remarks:
Auditor records updated by: _____ Date: _____

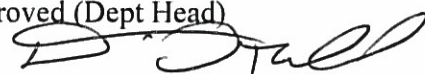
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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 103110		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head) <i>D. Stull</i>	Date <i>11/29/16</i>	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane Building B			
Where in facility? IT Surplus Area			
First contact person: Jaime Cone		Phone: (530) 621-7664	
Second contact person: Josie Gonzalez		Phone: (530) 621-7663	

Cty Tag #	Description	Serial/VIN #	Condition
25986	IBM PC Server 310	553D81F	Old
35378	DELL ULTRASHARP 2407FP MONITOR	MX-OCC302-46634-6CC-1F9S	Old
35380	DELL LATITUDE D820 DUO T7400	4JR09C1	Old
101812	DELL PRECISION T3400 E6850	41QGLF1	Old
102380	POWERDSINE 12-PORT MIDSPAN DEVICE	N08171214003036A04	Old
102381	POWERDSINE 12-PORT MIDSPAN DEVICE	N07181217001797A05	Old
102414	APC SMART UPS 1000VA	SAS0724312515	Old
103584	8 PORT ANALOG SWITCH	CD8MKK1	Old
103784	DELL U2410 ULTRASHARP FS MONITOR	N/A	Old
104047	DELL OPTIPLEX 780	2K78FQ1	Dead
105379	3560 48 PORT SWITCH	FDO1639Y06B	Old
<i>105975</i>	<i>DELL 5330DN Mono Laser Printer</i>	<i>N/A</i>	<i>Dead</i>

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
<input type="checkbox"/> Inter-Department Transfer			
Transfer from index code:		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head) 	Date 11/29/16	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane Building B			
Where in facility? IT Surplus Area			
First contact person: Jaime Cone		Phone: (530) 621-7664	
Second contact person: Josie Gonzalez		Phone: (530) 621-7663	

Cty Tag #	Description	Serial/VIN #	Condition
103572	Cisco Air AP 1242 AG Wireless Access Point	FTX1419B0CR	Old
35416	Cisco Air AP 1242 AG Wireless Access Point	FTX1028B5K1	Old
30702	Cisco 1720 Router	JMX0552H09M	Old
32365	Cisco 1720 Router	FHK0622Q1S9	Old
33221	Cisco PIX Firewall 501	88808212303	Old

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 280000		Transfer to index code:	
Department: RECORDER CLERK		Department:	
Approved (Dept Head) 	Date 11/17/16	Approved (Dept Head)	Date
Specific location (address): 360 FAIR LANE			
Where in facility? SCAN ROOM IN BACK OF BREAK ROOM			
First contact person: CINDY GRAY		Phone: (530) 621-5772	
Second contact person: CYNTHIA STUPEK		Phone: (530) 621-6592	

Cty Tag #	Description	Serial/VIN #	Condition
NONE	1-EPSON RECEIPT PRINTER MD#M114A	A950006784	BROKE
34328	1-DELL OPTIPLEX GX620 COMPUTER	BGKY091	BROKE
NONE	1-DELL MONITOR		BROKE
NONE	1-DELL KEYBOARD		BROKE
NONE	1- URNEXT DISPENSER		BROKE
NONE	1- SMALL METAL BOX		GOOD
NONE	1- H.P. LASERJET PRINTER 3100 / C3948A	USBC050375	BROKE
NONE	1- LOGITECH KEYBOARD		BROKE
28717	1- FUJITSU DUPLEX SCANNER	S/N 2864	BROKE
24025	1-IBM ELECTRIC TYPEWRITER	1106850	BROKE
NONE	1- BAR CODE SCANNER		GOOD

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**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

Transfer from index code: 030000 Transfer to index code:

Department: Auditor-Controller Department:

Approved (Dept Head) Date Approved (Dept Head) Date
Bob Toscano *12/15/16*

Specific location (address): 360 Fair Lane

Where in facility? Upstairs office

First contact person: Katie Hnizdil Phone: (530) 621-5430

Second contact person: Keely Giovannoni Phone: (530) 621-5421

Cty Tag #	Description	Serial/VIN #	Condition
14018	Filing Cabinet for checks		Fair
14013	Filing Cabinet for checks		Fair
NA	Desk (by Sally's cubicle)		Fair
NA	Shelf (above desk above)		Fair

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**County of El Dorado
Property Transfer Request**

Surplus

 Trade-In

 Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department: AUDITOR CONTROLLER	Department:
Approved (Dept Head) <u>Bob Josecano</u> Date <u>12/13/16</u>	Approved (Dept Head) Date

Specific location (address): 360 FAIR LANE

Where in facility? UPSTAIRS MAIN OFFICE

First contact person: KEELY <u>Keely</u>	Phone: (530) 621-5421
Second contact person: BOB	Phone: (530) 621-5421

Cty Tag #	Description	Serial/VIN #	Condition
	5 DRAWER VERY LARGE DESKS <u>QTY 2</u>		FAIR

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: AUDITOR CONTROLLER		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>Bob Loscano</i> <i>12/13/16</i>			
Specific location (address): 360 FAIR LANE			
Where in facility? ROCK ROOM			
First contact person: KEELY <i>Kojima</i>		Phone: (530) 621-5421	
Second contact person: BOB		Phone: (530) 621-5458	

Cty Tag #	Description	Serial/VIN #	Condition
29983	LAPTOP DELL LATITUDE C800	048YKH	POOR
103868	LAPTOP DELL INSPIRON N5030	BPQ1ZM1	POOR
31325	LAPTOP DELL LATITUDE C810	F71JL11	POOR
35493	DELL OPTIPLEX 520	8LTLFC1	POOR
	BOX MISC FILE DIVIDERS		FAIR
	FLOOR MATS (3)		FAIR
	AUTO STAPLER HEAVY DUTY		POOR
	10.5 X 16 PADDED MAILERS (CA)		GOOD
	AUTO PENCIL SHARPENER		POOR
	TONER CANON S 35		GOOD
	TONER HP 20 C6614 D BLACK		GOOD
	INSTRUCTION VIDEO (VHS) EXCEL & ACCESS		GOOD
33922	SCANNER FUJITSU FI 4340	700296	FAIR
34786	SCANNER FUJITSU FI 4340	714633	FAIR
35230	DELL OPTIPLEX GX 520	7WG4W81	POOR
359057	DELL OPTIPLEX 745	5DKL3D1	POOR
<i>35957</i>			

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**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

Transfer from index code: 010000	Transfer to index code:
Department: Board of Supervisors	Department:
Approved (Dept Head) Date 12/8/16	Approved (Dept Head) _____ Date _____

Specific location (address): T2 in Placerville Library parking lot

Where in facility?

First contact person: Marcie MacFarland Phone: 621-6687

Second contact person: Jim Mitrisin Phone: 621-5592

Cty Tag #	Description	Serial/VIN #	Condition
19933	Tab File Shelves - Gold	N/A	Fair
21872	Tab File Shelves - Gold	N/A	Fair
23503	Tab File Shelves - Gold	N/A	Fair
23504	Tab File Shelves - Gold	N/A	Fair
N/A	Tab File Shelves - Gold	N/A	Fair
N/A	Tab File Shelves - Gold	N/A	Fair
14271	Five Drawer Gold Vertical File Cabinet	N/A	Good
14272	Five Drawer Gold Vertical File Cabinet	N/A	Good
14273	Five Drawer Gold Vertical File Cabinet	N/A	Fair
14268	Five Drawer Gold Vertical File Cabinet	N/A	Good
14279	Five Drawer Gold Vertical File Cabinet	N/A	Good
14280	Five Drawer Gold Vertical File Cabinet	N/A	Good
14281	File Drawer Gold Vertical File Cabinet	N/A	Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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County of El Dorado Property Transfer Request	
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In
<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 028200	Transfer to index code:
Department: CAO Facilities	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date <i>12/2/16</i>	Date
Specific location (address): 2441 Headington, Road C	
Where in facility? In the middle bay of Shop C	
First contact person: Kent Taylor - DOT	Phone: 642-4900
Second contact person: Suzanne Montez - Facilities	Phone: 621-5890

Cty Tag #	Description	Serial/VIN #	Condition
200575	Grove Manlift PM-3 (EDC Gold Tag 29359) - Photos attached	20335	Broken

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