



<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 2400000		Transfer to ORG code:	
Department: 24 SHERIFF		Department:	
Approved (Dept Head) <i>Monica Ferguson</i>		Approved (Dept Head)	
Date		Date	
Specific location (address): 200 INDUSTRIAL DR, PLACERVILLE, CA 95667			
Where in facility? FISCAL/FILE ROOM			
First contact person: ERIC RUSSI		Phone: (530) 621-5608	
Second contact person: SUMMER PINKSTON		Phone: (530) 621-5690	

Cty Tag #	Description	Serial/VIN #	Condition
	CABINET BEIGE 4 DRAWER LATERAL HON		GOOD
	CABINET BEIGE 5 DRAWER VERTICAL ANDERSON HICKEY		GOOD
	SHREDDER DOCUMENT GRAY FELLOWES P500-2		INOPERABLE
	CABINET BROWN 5 DRAWER VERTICAL		GOOD
	CABINET BEIGE 5 DRAWER VERTICAL ANDERSON HICKEY		BROKEN
	CABINET BEIGE 4 DRAWER LATERAL HON		BROKEN
	CORK BOARD WALL FRAMED 3'x2'		GOOD
	HANGING FILE FOLDERS LETTER		GOOD
	PAPER CUTTER PREMIER BRAND		OBSOLETE
	CASIO 10 KEY CALCULATOR SILVER		BROKEN
	HOLE BUNCH BATES		BROKEN
	DELL PC KEYBOARDS CABLE x6		GOOD
	DELL PC MICE CABLE x2		GOOD
	LOGITECH PB MICE WIRELESS x3		BROKEN
	AOXING WHITEBOARD		USED
	DESK COVER WOODEN BLACK		GOOD
	TARIFOLD SHEET HOLDER		BROKEN
	CASIO 10 KEY CALCULATOR DARK GRAY		BROKEN
	STANLEY STAPLER DESKTOP		BROKEN
	BELKIN PC MOUSE CABLE		GOOD
	PLANTRONICS HEADSETS x4		GOOD

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing	<i>3/29/23</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS



# ORIGINAL

N<sup>o</sup> 8843

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG Code:		Transfer to ORG Code:	
Department: SLT Public Defender		Department:	
Approved (Dept Head) <i>Ted W. Jensen</i>	Date <i>3/23/23</i>	Approved (Dept Head)	Date
Specific location (address): 1360 Johnson Blvd. Suite 106 So. Lake Tahoe CA 96150			
Where in facility? Office			
First contact person: Julie Campbell		Phone: 573-3119	
Second contact person: Livna Solis-Alvarez		Phone: 573-3121	

Cty Tag #	Description	Serial/VIN #	Condition
14727	Filing cabinet, 5 drawer, yellow		Good
18019	Filing cabinet, 5 drawer, light brown		Good
9864	Filing cabinet, 5 drawer, yellow		Good
12590	Filing cabinet, 5 drawer, yellow		Good
16113	Filing cabinet, 4 drawer, yellow		Good
16112	Filing cabinet, 4 drawer, yellow		Good
Unkn	Filing cabinet, 4 drawer, dark brown		Good
16114	Filing cabinet, 4 drawer, yellow		Good
12572	Filing cabinet, 4 drawer, yellow		Good
18268	Filing cabinet, 4 drawer, yellow		Good
Unkn	Filing cabinet, 4 drawer, dark brown		Good
18269	Filing cabinet, 4 drawer, light brown		Good
12571	Filing cabinet, 4 drawer, yellow		Good
21563	IBM WheelWriter 30 Typewriter (delete does not work)		Not working
29431	HP Laser Jet 4050 Printer		Good
	6 File baskets		Good
	10 File holders		Good
	2 Office chairs (1 grey, arm rests are torn , 1 black - good)		Good
	10 Document holders		Good

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Board Approval	
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Copy to Auditor	

<b>Remarks:</b>	
Auditor records updated by:	Date:

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS



# ORIGINAL

N<sup>o</sup>            -- 185

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 3700000		Transfer to ORG code:	
Department: Planning and Building		Department:	
Approved (Dept Head) <i>Kalder</i>	Date <i>4/3/23</i>	Approved (Dept Head)	Date
Specific location (address): 2850 Fairlane Ct., Bldg. C, Placerville, CA 95667			
Where in facility? 1W-220			
First contact person: Patricia Soto		Phone: 621-5706	
Second contact person: Kellie Holdren		Phone: 621-6395	

Cty Tag #	Description	Serial/VIN #	Condition
	1. Chair - Beige		Poor
	2. Chair - Black		Poor
	3. Chair - Gray		Broken
	4. Mesh Chair - Black		Broken
	5. Light Fixture - Tan		Broken
	6. Old Model Headset		Poor
	7. Avaya 9620		Broken
	8. Avaya 9620		Broken
84-0294732	9. Pager		Old
84-0294730	10. Pager		Old
84-0294736	11. Pager		Old
84-0294725	12. Pager		Old
	13. Small 2-Drawer File Desk Cabinet (L:18" W:14" D:26")		Fair
	14. Stapler		Broken
	15. Plate Stand Base(?) - Black		New
	16. 3-Drawer Desk Cabinet (W: 1.5" D: 2")-Tan		Broken
	17. 2-Drawer Desk Cabinet (D: 2.5")-Tan		Fair
	18. 2-Drawer Lateral Cabinet (L: 2.2" W: 3.2" D: 1.75")-Beige		Broken
	19. 3-Shelf Metal Bookcase (L: 3.2" W: 2.75" D: 1.25")-Gray		Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/7/23</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

# ORIGINAL

Nº -- 4100

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
<input type="checkbox"/> <b>Inter-Department Transfer</b>			
Transfer from index code: 243111 / 243210		Transfer to index code:	
Department: Sheriff's Office - Custody		Department:	
Approved (Dept Head) <u>Monica Ferguson</u> <small>Monica Ferguson (Mar 23, 2023 10:49 PDT)</small>	Date	Approved (Dept Head)	Date
Specific location (address): 300 Forni Road Placerville			
Where in facility? Inmate Services			
First contact person: Gary Mitchell		Phone: 530-621-6004	
Second contact person: Sergeant Pomeroy		Phone: (530) 621-5357	

Cty Tag #	Description	Serial/VIN #	Condition
107862	Industrial Food Processor - Hobart model 84145	31-1493 876	Used
No Tag	Industrial gas braising pan/skillet - Cleveland		Used
No Tag	Water cooler - Cordley Temprite		Used
No Tag	Laserprinter - HP Laserjet Pro 400 model M451dn		Used
No Tag	Printer - Dell B2360dn		Used
No Tag	Cork posting board		Used
No Tag	Dry Erase board		Used
108206	Flat Screen Television - Infocus model INF5720	BUV503557055211	Used
No Tag	Speaker system for TV - Infocus model HW-Soundbar-4	BNUV52004994	Used
No Tag	Desk with drawers, grey		Used/Good
No Tag	TV stand with drawers, wood, brown		Used/Good
No Tag	Shelves, wood, brown		Used/Good
No Tag	Chairs, office (at least 3)		Broken
No Tag	File Cabinet, wide, metal, 3 shelf		Used/Good
No Tag	Quantity of 6 - Pencil Sharpeners, X-Acto, Ranger 55		New in Box

Routing of PTR Form	N/A or Date
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<b>Remarks:</b>	
Items no longer useful to Placerville jail.	
Pencil sharpeners are unused but do not work in the jail setting	
Auditor records updated by:	Date:

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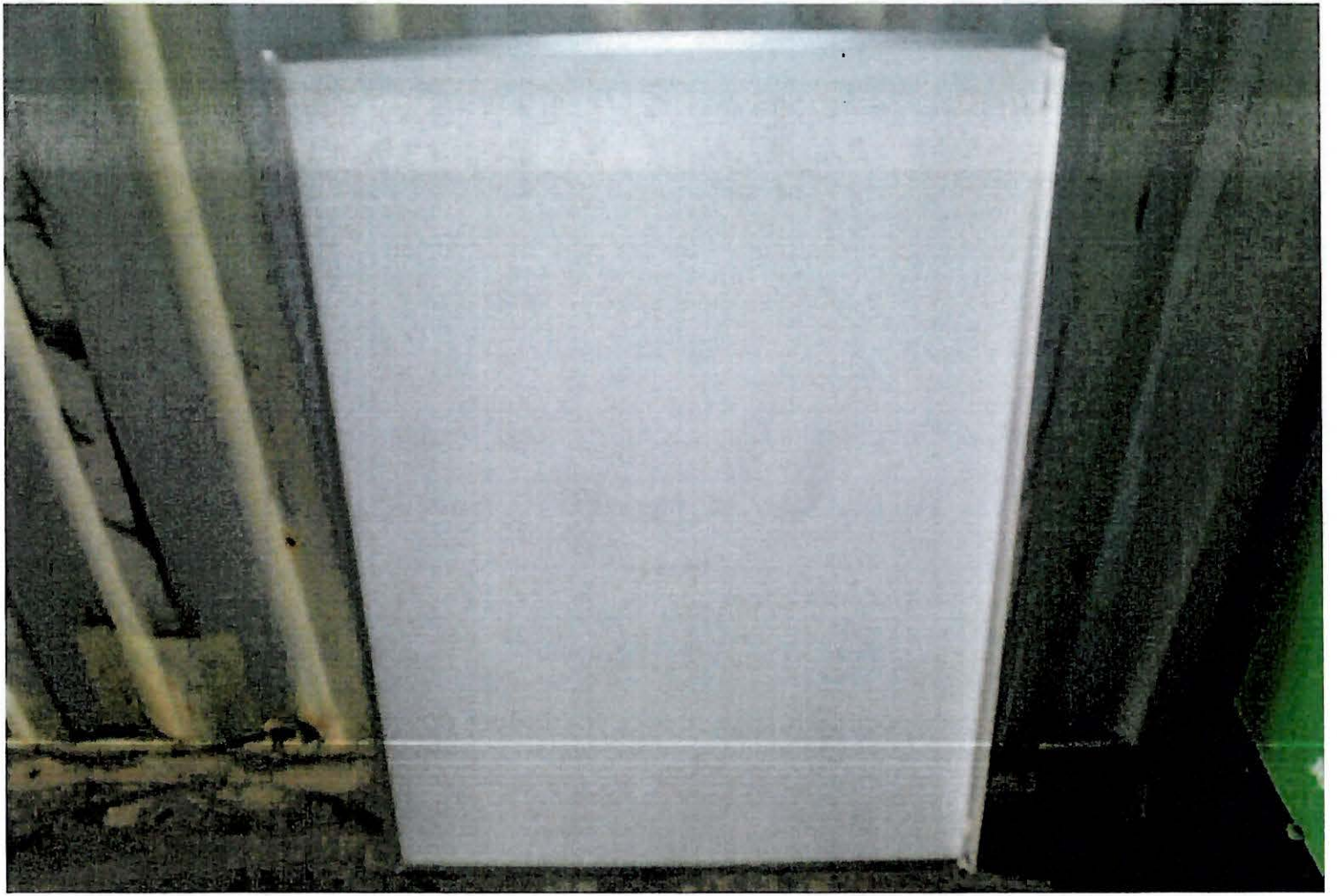










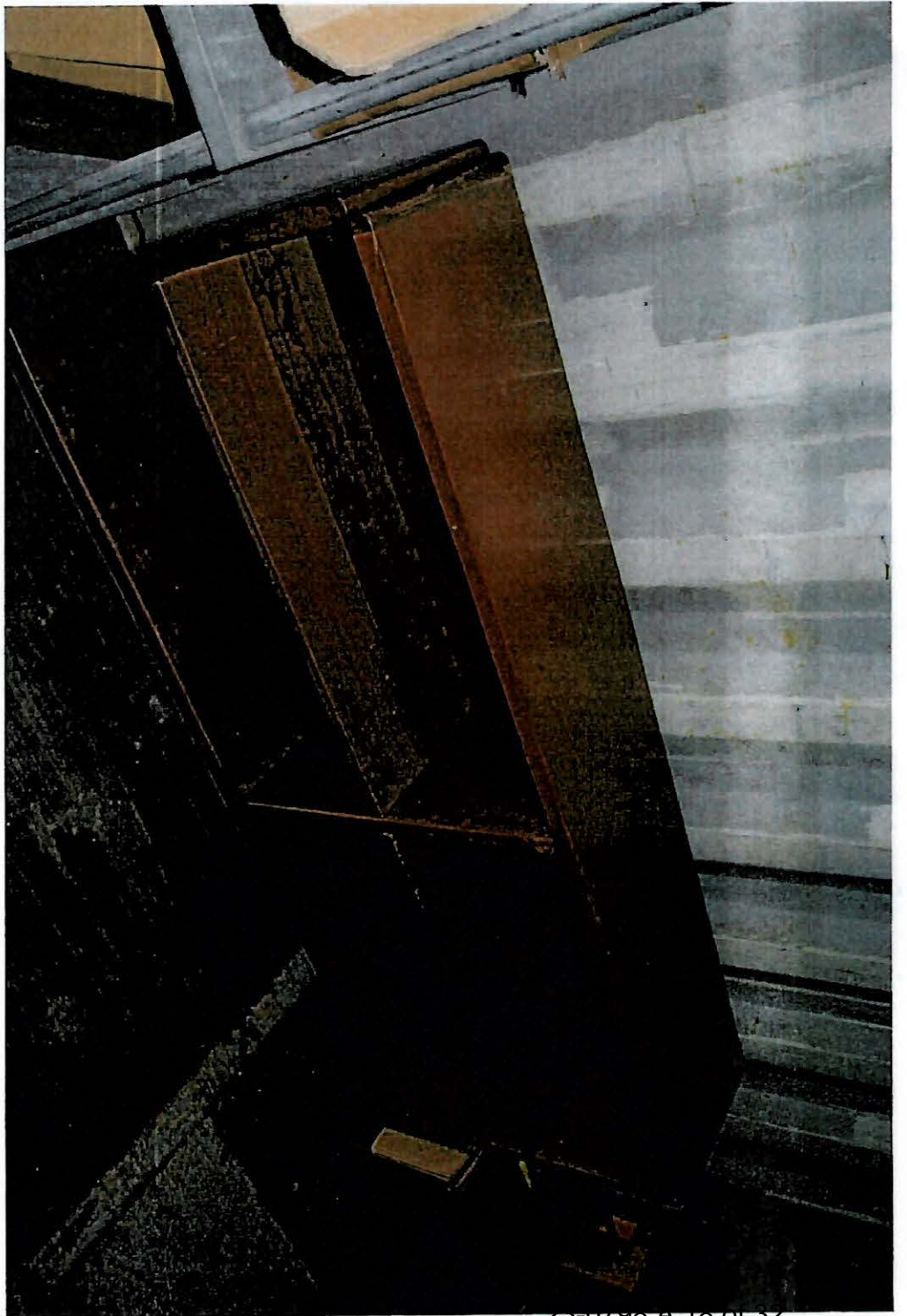




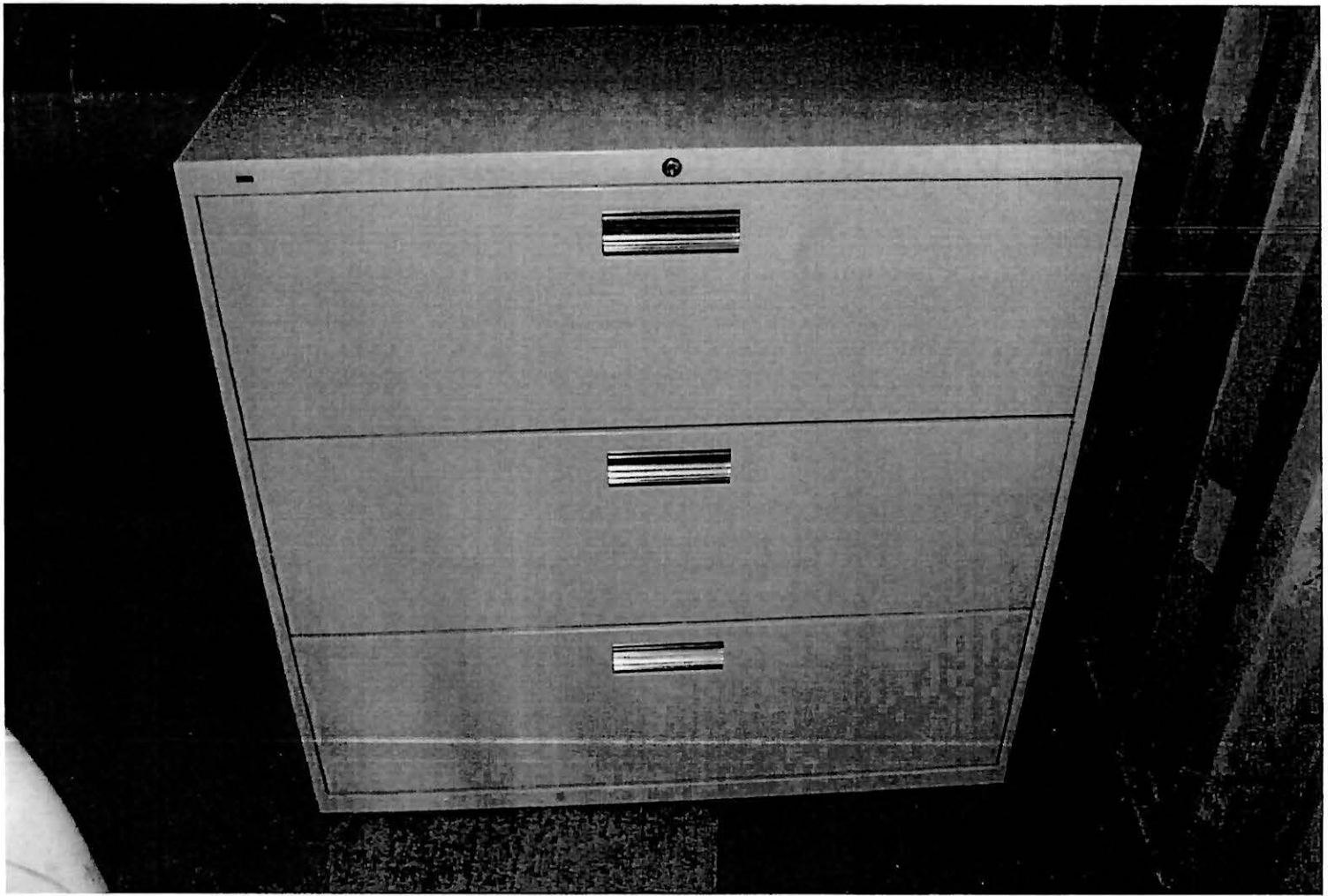








ZS-0796 A 16 01 32







# ORIGINAL

Nº 23 -- 972

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 12500		Transfer to index code:	
Department: Surveyor		Department:	
Approved (Dept Head) <i>[Signature]</i>		Approved (Dept Head)	
Date <b>3-30-23</b>		Date	
Specific location (address): 360 Fair Lane, Building B			
Where in facility? downstairs			
First contact person: Justin Cisneros		Phone: (530) 621-5320	
Second contact person: Brian Frazier		Phone: (530) 621-5325	

Cty Tag #	Description	Serial/VIN #	Condition
9505	HP Color Plotter	SG01S2311R	UNKNOWN
29465	HP Color Plotter	SG0413310P	UNKNOWN
105212	Dell Desktop Optiplex 990	26317700641	Good
106305	Dell Desktop Optiplex 9020	37588381741	Good
106410	Dell Desktop Optiplex 9020	5566506626	Good
105566	Dell Desktop Optiplex 7010	42574709233	Good
107537	Dell Desktop Optiplex 3020	38278652258	Good
106339	Dell Desktop Optiplex 9020	37246255922	Good
108355	HP Desktop	MXL6050PZQ	Good
34701	Dell Monitor	CN-0KG49T-74261-21S-181U	Good
	Dell Monitor	CN-0524N3-74261-53Q0L3b	Good
	Dell Monitor	CN-0GP004-72872-7BT-14RU	Good
	View Sonic	QQM090900377	Good
	Dell Monitor	CN-01KV92-74261-63S-21WL-A00	Good
	Dell Monitor	CN-05YD8C-74445-5CB-551L	Good
	Dell Monitor	CN-01KV92-74261-63S-19TL-A00	Good
	HG Display	V7NP52300028	Good
40502	Dell Laptop Latitude D820	9PTHZ91	Good

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>	
Sent to Auditor/Purchasing	<b>3/31/23</b>		
Posted to Intranet			
Board Approval			
Pick-up by Contractor			
Copy to Auditor			
		Auditor records updated by:	Date:

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT &amp; CONTRACTS



# ORIGINAL

N<sup>o</sup> 579 *A*


<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 2500000		Transfer to ORG code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 3974 Durock Road

Where in facility? Training Room

First contact person: Deb Dill

Phone: (530) 621-6082

Second contact person: Paul Lewis - 

Phone: (530) 621-5969

Cty Tag #	Description	Serial/VIN #	Condition
	Dell 19" Monitor	58316W2	OLD
	Dell 19" Monitor	OPVGRC	OLD
	Dell 19" Monitor	H1936W2	OLD
	Dell 19" Monitor	74G0NV1	OLD
	Dell 19" Monitor	3ALA5GU	OLD
	Dell 19" Monitor	69316W2	OLD
	Dell 19" Monitor	88316W2	OLD
	Dell 19" Monitor	G4216W2	OLD
	Dell 19" Monitor	79316W2	OLD
	Dell 19" Monitor	G9316W2	OLD
	Dell 19" Monitor	3ALAFZV	OLD
	Dell 19" Monitor	3ALAFYV	OLD
	Dell 19" Monitor	7CF3FOU	OLD
	Dell 19" Monitor	3ALAGOV	OLD
	Dell 19" Monitor	9560HXS	OLD
	Dell 19" Monitor	CD80WVF	OLD
	Dell 19" Monitor	3AL-AFHU	OLD
	Dell 19" Monitor	3AL-AFPU	OLD
	Dell 24" Monitor	0G8TVH-QDC00-03P-DEKL-A09	OLD
	Dell 24" Monitor	CN0524n3-7426159170bb	BROKEN
	Dell 19" Monitor	3AL-AFNU	OLD

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<b>Remarks:</b>	
Auditor records updated by:	Date:

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT &amp; CONTRACTS



# ORIGINAL

Nº      -- 579 B

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 2500000		Transfer to ORG code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 3974 Durock Road

Where in facility? Training Room

First contact person: Deb Dill

Phone: (530) 621-6082

Second contact person: Paul Lewis

Phone: (530) 621-5969

Cty Tag #	Description	Serial/VIN #	Condition
	Panasonic Camera WV-S1531LTN	QCV10170	END OF LIFE
	Panasonic Camera WV-S1531LTN	QCV32337	END OF LIFE
	Panasonic Camera WV-S1531LTN	QCV32342	END OF LIFE
	Panasonic Camera SW-458	71-C5-EF	END OF LIFE
	Panasonic Camera SW-458	71-ED-79	END OF LIFE
	Panasonic Camera WV-S2231L	2B-6F-E1	END OF LIFE
	Panasonic Camera WV-S2231L	2B-6F-DB	END OF LIFE
	Panasonic Camera WV-54150	PGQT1281ZA	END OF LIFE
	Panasonic Camera WV-SW458	71-48-89	END OF LIFE
	Panasonic Camera WV-SFV481	42-17-E1-BA	END OF LIFE
	Panasonic Camera WV-SFV481	92-17-E1-C1	BROKEN
	Old Monitor Mounts x3		Unusable
	Meeting Room Chairs - x13		Stained
	Small Star Tech Wall Mounts x2		Old
	Dell Printer 1760	2MVN3Y1	Broken
	Unnamed Camera	CD80WVF	Broken
	Dell Docking Station		Broken
	Panasonic Camera WV-S1531LTN	QCV32339	END OF LIFE
	Aberdeen Storage Server	C8470FH35N10150	BROKEN
	Hitachi Smart Board - Board Only	FX89WE1012395	OLD
	SHARP Interactive Television	0V003225	Broken

Routing of PTR Form	N/A or Date
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Remarks:
Auditor records updated by: _____ Date: _____

**PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS**

# ORIGINAL


N<sup>o</sup> 579 C

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 2500000		Transfer to ORG code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 3974 Durock Road

Where in facility? Training Room

First contact person: Deb Dill Phone: (530) 621-6082

Second contact person: Paul Lewis  Phone: (530) 621-5969

Cty Tag #	Description	Serial/VIN #	Condition
	Panasonic Camera WV-S1531LTN	RKV25298	END OF LIFE
	Panasonic Camera WV-S1531LTN	riv03367	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07399	END OF LIFE
	Panasonic Camera WV-S1531LTN	RIVO3268	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07363	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV08806	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07387	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07398	END OF LIFE
	Panasonic Camera WV-S1531LTN	RKV25300	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV00650	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV00658	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07401	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV00657	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07408	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07406	END OF LIFE
	Panasonic Camera WV-S1531LTN	QIV15809	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07423	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07393	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV20714	END OF LIFE
	Panasonic Camera WV-S1531LTN	RIV03368	END OF LIFE
	Panasonic Camera WV-S1531LTN	RBV07365	END OF LIFE

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<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 2500000		Transfer to ORG code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 3974 Durock Road

Where in facility? Training Room

First contact person: Deb Dill

Phone: (530) 621-6082

Second contact person: Paul Lewis *- Paul Lewis*

Phone: (530) 621-5969

Cty Tag #	Description	Serial/VIN #	Condition
	Dell 22" Monitor	na	BROKEN
	VIEWSONIC 24" MONITOR	UBX175042051	Not Compatible
	VIEWSONIC 24" MONITOR	ubx175041984	Not Compatible
	VIEWSONIC 24" MONITOR	ubw181041349	Not Compatible
	VIEWSONIC 24" MONITOR	ubw181041312	BROKEN
	VIEWSONIC 24" MONITOR	vfw191600185	BROKEN
	Dell 19" Monitor	or034g-64180-956-0d05	OLD
	Dell 19" Monitor	ON5P3K-TV200-96E-ONWU-A06	OLD
	Box of Misc Cameras and parts		OLD
	Box of Wired Keyboards (19)		OLD
	Dell 24" Monitor	99sd043	BROKEN
	Dell 24" Monitor	cn0524ne-74261-591-70uv	OLD
	Samsung TV	UN55NU7100F7CF3FOU	Good
	Samsung TV	UN55TU80005	OLD
	Samsung TV	UN55TU8000F	OLD
	Samsung TV	UN55RU7100F	Broken
	Samsung TV	UN55TU&800F	OLD

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<b>Remarks:</b>	
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**PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS**



# ORIGINAL

N<sup>o</sup>          -- 6385

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: <u>1240100</u>		Transfer to ORG code: <u>        </u>	
Department: <u>CAD - EMS Agency / Emergency Prep</u>		Department: <u>        </u>	
Approved (Dept Head) <u>        </u>	Date <u>03/31/2023</u>	Approved (Dept Head) <u>        </u>	Date <u>        </u>
Specific location (address): <u>2900 Fairlane - EMS / Preparedness</u>			
Where in facility? <u>        </u>			
First contact person: <u>Darlene Phillis</u>		Phone: <u>530 621-5162</u>	
Second contact person: <u>Kristine Guth</u>		Phone: <u>530 497-4081</u>	

Cty Tag #	Description	Serial/VIN #	Condition
	Keyboard shelf	N/A	good
	HP Officejet H470 printer	CN03R281DS	good
	HP Officejet H470 printer	CN01C2809B	good
	HP Officejet H470 printer	CN03R280YG	good
	HP Officejet H470 printer	CB03R281SV	good
<u>108198</u>	<u>Dell Latitude Laptop</u>	<u>1N2GL72</u>	<u>good</u>
<u>109375</u>	<u>Dell Latitude Laptop</u>	<u>4577044070</u>	<u>good</u>
<u>108732</u>	<u>Microsoft Tablet</u>	<u>32755734542</u>	<u>good</u>
	25-ft Telephone Line Cord x 6	N/A	good
<u>108197</u>	<u>Dell Latitude Laptop</u>	<u>D02GL72</u>	<u>good</u>
	Computer Speakers	CHW0000644	good
	Plantronics Ear piece	TK1009 JB	good
	Altec Lansing Speaker	CHW0000644 8379	good
	Dell Laptop Docking	2366654802026	good
	Polycom Soundstation	12032302162E	good
	HP Officejet v40xi	3902H001-01	good
	Harman Speakers	CN-5N358-69800-23K-2747	good
	Stokes Basket model 71	N/A	good

<b>Routing of PTR Form</b>	<u>N/A or Date</u>	<b>Remarks:</b>          Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	<u>3/24/23</u>	
Posted to Intranet		
Board Approval		
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PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

# ORIGINAL

N<sup>o</sup>      -- 4377

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 ORG Code: 0100000		Transfer to ORG Code:	
Department: Board of Supervisors		Department:	
Approved (Dept Head) <i>vm</i>	Date <i>4/4/2023</i>	Approved (Dept Head)	Date
Specific location (address): 330 Fair Ln. Bld. A			
Where in facility? BOS Clerk's Office			
First contact person: Kyle Kuperus		Phone: (530) 621-5592	
Second contact person: Kim Dawson		Phone: (530) 621-5393	

Cty Tag #	Description	Serial/VIN #	Condition
	Miscellaneous AV Wires	NA	Used
	Videonics Keyboard	812135539	used
	Videonics Keyboard	700146919	used
	Kramer Video Audio Distribution Amplifier	01150141400087	used
	Telicaster VM	F1A1A2929117766	used
	Grand Ultriview	02110240306	used
	Grand Ultriview	02070480534	used
	Videonics Video Titlemaker 3000	322386	used
	Tricaster Pro	P1C1T9794063454	used
	Miscellaneous Printer Parts from HP Laserjet 8150DN	NA	used
	Electronic Stand	CN-06U643-42940-59U-00TJ	used
	Da-Lite Projection Screen	NA	used
	Dell Monitor 1707FPC	CN-0CC352-64180-6C1-5EWL	used
	Dell Monitor P2016b	CN-01KV92-74261-63F-0H2L-A00	used
	Samsung Monitor E1920X	V894H9NZ910879B	used

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>4/7/23</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by: _____	Date: _____

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS



