



















<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: 0400000		Transfer to index code:	
Department: TTC		Department:	
Approved (Dept Head) 	Date 6/11/2020	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane, Placerville			
Where in facility? TTC Suite, RPS Workroom and Lower Level Storage Room			
First contact person: Beverly Savage		Phone: (530) 621-5823	
Second contact person: Jennifer Stebbins		Phone: (530) 621-5809	

Cty Tag #	Description	Serial/VIN #	Condition
103549	Epson - M184A Receipt Printer	EQQF000250	Good
None	Epson - M184A Receipt Printer	EQQ6005503	Good
None	Epson - M184A Receipt Printer	EHNF000023	Good
None	Epson - M184A Receipt Printer	EQQ6005264	Good
None	Epson - M184A Receipt Printer	EQQ6005498	Good
None	Epson - M184A Receipt Printer	EQQ6005496	Good
None	Scangun	20451707	Good
None	Premier Letter Opener - low volume	Model 1632	Good
106049	CPU - Dell Core 15	GNHHVR1	Good
104579	CPU - Dell Optiplex 780	11357201737	Good
None	Semacon S -2200 Money Counter	67799R6286	Good
None	Wood bookcase with fixed wooden slots, 24 wide x 81 tall		Old
None	Chair with arms		Poor
None	Chair with arms		Poor
None	Work/Computer table, 35.5 wide x 30 deep, adjustable height		Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	6/2/20
Posted to Intranet	6/11/20
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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



