











**County of El Dorado  
Property Transfer Request**

<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code:		Transfer to index code:	
Department: HHSA		Department:	
Approved (Dept Head) <i>Alexis Zoss</i>	Date <i>7.29.16</i>	Approved (Dept Head)	Date

Specific location (address): 935 Spring St

Where in facility? PHF basement

First contact person: Jill Rubin Phone: 642-7303

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	Dell 1907fpf monitor	CN-0CJ319-72872-69K-1D4L	Broken Not Functional
103806	Dell Optiplex 780	7SMZPM1	Functional Expired Warranty
103827	Dell Optiplex 780	HQZXPM1	Functional Expired Warranty
103956	Dell Optiplex 780	11TXDP1	Functional Expired Warranty
33170	HP laserjet 4300	CNGY531424	Functional Expired Warranty
	Dell 2350dn printer	9YCMGN1	Broken Not Functional
103809	Dell 780 Desktop PC	8SMZPM1	Functional Expired Warranty
103991	Dell 780 Desktop PC	FHTSDQ1	Functional Expired Warranty
103985	Dell 780 Desktop PC	FHQDQ1	Functional Expired Warranty
103998	Dell 780 Desktop PC	FHNSDQ1	Functional Expired Warranty
103989	Dell 780 Desktop PC	FHRSDQ1	Functional Expired Warranty
103981	Dell 780 Desktop PC	FHTQDQ1	Functional Expired Warranty
103993	Dell 780 Desktop PC	FHRQDQ1	Functional Expired Warranty
103987	Dell 780 Desktop PC	FHVSDQ1	Functional Expired Warranty
103982	Dell 780 Desktop PC	FHQDQ1	Functional Expired Warranty
103997	Dell 780 Desktop PC	FHVQDQ1	Functional Expired Warranty
	Dell 19" widescreen monitor	CN-QPVGRC-74445-425-560L	Broken Not Functional
	Dell 19" standard monitor	MX-004K3T-74262-229-1V7L	Broken Not Functional

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>8/4/16</i>
Posted to Intranet	<i>8/9/16</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> G6P9151942	
G5I9531496	<i>OK to surplus 7/29/16 Lem</i>
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**

Transfer from index code: 306500		Transfer to index code:	
Department: CDA - Transportation Division		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>J. M. Padgett</i>	<i>8/8/16</i>		

Specific location (address): 924 Emerald Bay Road

Where in facility? First floor

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 Harpers pedestals	None	Fair
None	Two Harpers stand-alone desks (2' x 3' and 2' x 4')	None	Good
None	One Harpers overhead, 60"	None	Fair
None	Two 3-drawer pedestals	None	Fair
None	One computer table, 24" x 36"	None	Poor
None	One desk, wood, 34" x 60"	None	Poor
None	One desk, metal, 36" x 60"	None	Fair
None	One lateral file cabinet, 5-drawer, 42"	None	Good
None	One bookcase, 3-shelves, 36"	None	Good
None	One coat rack, 36" x 60"	None	Good
None	One Smith-Corona typewriter	NA	Good
None	One Brother fax machine	NA	Good
None	Ten boxes assorted 3-ring binders, white	None	Good
None	Two boxes plastic in/out trays	None	Good
None	Four Xerox cartridges	None	New
None	One task chair	None	Fair
None	One round trash can, 36"	None	Good
None	One keyboard tray	None	Good
None	Two boxes of miscellaneous office junk	None	Poor
None	Two bulletin boards, one Harpers, one Maxon 36" x 48"	None	Good
None	One plan box	None	Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor <u>Purchasing</u>	<i>8/8/16</i>
Posted to Intranet	<i>8/19/16</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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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

*KS*

*J. M. Redick*

*8/8/16*

Specific location (address): 924 Emerald Bay Road

Where in facility? First floor

First contact person: Julianne Melchor

Phone: (530) 621-5910

Second contact person: Sherrie Busby

Phone: (530) 621-5984

Cty Tag #	Description	Serial/VIN #	Condition
	13 Herman Miller panels	None	Good
<i>100237</i>	1 Herman Miller pedestal	None	Good
<i>100238</i>	4 Herman Miller overheads	None	Good
<i>100239</i>	8 Herman Miller work surfaces, 30" deep	None	Good
	2 Herman Miller corners, 48"	None	Good
	Herman Miller misc. hardware, brackets, etc.	None	Good
	12 Maxon panels 30" x 66"	None	Good
	2 Maxon panels 42" x 66"	None	Good
	4 Maxon panels 48" x 66"	None	Good
<i>34199</i>	Maxon panel 54" x 66"	None	Good
	Maxon panel 60" x 66"	NA	Good
<i>34200</i>	Maxon shelf 60"	NA	Good
	Maxon overhead 60"	None	Good
	8 Maxon worksurfaces 30" deep	None	Good
	Maxon misc hardware, brackets, etc.	None	Good

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**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 243210		Transfer to index code:	
Department: Sheriff's Office		Department:	
Approved (Dept Head) <i>R. Vase</i>	Date <i>8-2-16</i>	Approved (Dept Head)	Date

Specific location (address): 1051 Al Tahoe Blvd. South Lake Tahoe, Ca. 96150

Where in facility? Sally Port

First contact person: Kimberley Amodeo

Phone: (530) 573-3039

Second contact person: Beth Alexander

Phone: (530) 573-3039

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Laundry Cart	N/A	Fair
<del>N/A</del> <i>210507</i>	Hobart Meat Slicer	561-156-165	Good
Green Tag	Septre 32" Flat Screen Television	D56S322BC2797	Broken
Green Tag	Office Chair	C120065-30-1	Fair
Green Tag	Office Chair	N/A	Broken
N/A	Office Chair	N/A	Broken
N/A	Day Room Chair used in Inmate Housing (X3)	N/A	Fair
N/A	Lasko Fan	N/A	Broken
33249	Identix Print Machine	3804-00141	Good
N/A	LD Ink Cartridge HP74XL	N/A	New in Box
N/A	LD Ink Cartridge HP96	N/A	New in Box
N/A	LD Ink Cartridge HP97 (X2)	N/A	New in Box
N/A	LD Ink Cartridge LD-LC51M (X2)	N/A	New in Box
N/A	LD Ink Cartridge LD-LC51C	N/A	New in Box
N/A	LD Ink Cartridge LD-LC51Y (X2)	N/A	New in Box
N/A	Paper Towel Dispenser (X7)	N/A	New
N/A	Soap Dispenser	N/A	New
N/A	HP Printer C8970A	VCVRA-0571	Broken
N/A	Aurora PR620 Electronic Printing Calculator	N/A	Fair
Green	Metal Table	N/A	Broken

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**County of El Dorado  
Property Transfer Request**

**Surplus**  **Inter-Department Transfer**

Transfer from index code: 241500		Transfer to index code:	
Department: Sheriff's Office- Taser		Department:	
Approved (Dept Head) <i>R. Reese</i>	Date <i>6-22-16</i>	Approved (Dept Head)	Date

Specific location (address): N/A

Where in facility? N/A

First contact person: Jon DeVille Phone: (530) 621-5691

Second contact person: Kelley Golden Phone: (530) 621-5657

Cty Tag #	Description	Serial/VIN #	Condition
990097	Taser X26E	X00238828	Destroyed
990285	Taser X26E	X00238921	Destroyed
990070	Taser X26E	X00239033	Destroyed
99990	Taser X26E	X00240091	Destroyed
990098	Taser X26E	X00240171	Destroyed
990090	Taser X26E	X00240854	Destroyed
990006	Taser X26E	X00269151	Destroyed
990029	Taser X26E	X00284671	Destroyed
990013	Taser X26E	X00284672	Destroyed
990036	Taser X26E	X00285129	Destroyed
990020	Taser X26E	X00285365	Destroyed
990031	Taser X26E	X00285390	Destroyed
990033	Taser X26E	X00285414	Destroyed
990028	Taser X26E	X00285505	Destroyed
990266	Taser X26E	X00285521	Destroyed
990322	Taser X26E	X00308710	Destroyed
990080	Taser X26E	X00339057	Destroyed
99995	Taser X26E	X00356454	Destroyed

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<b>Remarks:</b>	<b>Units destroyed by the manufacturer</b>
Auditor records updated by:	Date:

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