

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code:

Transfer to index code:

Department: HHS A

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

*JW*  
*Patricia Clark-Heston*      *11/26/17*

Specific location (address): 935 Spring Street

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
104043	Dell 780 Desktop PC	2K7FFQ1	Functional Expired Warranty
104048	Dell 780 Desktop PC	2K8FFQ1	Functional Expired Warranty
104041	Dell 780 Desktop PC	2K7CFQ1	Functional Expired Warranty
103963	Dell 780 Desktop PC	11TWDP1	Functional Expired Warranty
104051	Dell 780 Desktop PC	2K89FQ1	Functional Expired Warranty
104040	Dell 780 Desktop PC	2K88FQ1	Functional Expired Warranty
	1 HP 15" monitor		Broken Not Functional
	10 Keyboards		Broken Not Functional
	1 HP 19" square monitor		Broken Not Functional
103819	Dell 780 Desktop PC - Dead PS & MB	BSZXPM1	Broken Not Functional
102087	Dell 780 Desktop PC	5HBR6G1	Broken Not Functional
	1 Dell 1704 FPT1 17" square monitor		Broken Not Functional
	1 Dell 1907 FPf 19" square monitor		Broken Not Functional
	1 Dell E198FpF 19" square monitor		Broken Not Functional
	HPLJ 4250dn printer - (ISAWS #65446)	CNGXD88837	Broken Not Functional
	1 Dell 1907 FPf 19" square monitor		Broken Not Functional

<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>
<i>out to surplus 1/24/17</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  
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**County of El Dorado  
Property Transfer Request**

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

Transfer from index code:		Transfer to index code:	
Department: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>Jan</i> <i>Patricia Clark - HHS</i>	<i>1-20-17</i>		

Specific location (address): 3057 Briw Road

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
	boxes of binders		POOR
	several small tables		FAIR-POOR
	many hanging file folders		FAIR
	many boxes of miscellaneous obsolete office supplies		FAIR-POOR
	many office chairs		FAIR-BROKEN
	2 white boards - grid marked		FAIR
	2 legal file cabinets - broken or missing locks		POOR
	letter file cabinet		BROKEN
	tripod		GOOD
	Very heavy cabinet multifunction white board		GOOD
	Several metal desktop reference organizers		GOOD
	Wood and fabric side chairs		FAIR
	File racks - wire and metal		GOOD
	Desk top organizers - 1 metal, 1 wood		FAIR
	2 peds		BROKEN
	Metal bookcase		FAIR

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**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 602100

Transfer to index code:

Department: Library

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

Specific location (address): 345 Fair Lane Placerville

Where in facility? Downstairs in hallway and inside library downstairs and upstairs in library

First contact person: David Taylor

Phone: 621-5951

Second contact person: Deborah Raiche

Phone: 621-5154

Cty Tag #	Description	Serial/VIN #	Condition
GREEN	Epson Workforce 845 Color Printer	PKFY159974	BAD
NONE	Metal Bookcase 47"H*37.5"L*10.5"W	None	GOOD
NONE	Metal & Wood Computer Table 31"H*71"L*31"W	None	GOOD
30104	HP LASERJET 2100M PRINTER	SNUSGN035437	BAD
NONE	JAMEX MODEL 6557-RX COIN SLOT MACHINE THING	None	UNKNOWN
GREEN	KYOCERA FS-1370DN PRINTER	A15396	BAD
34009	DELL 1525 15" INTELLITOUCH MONITOR	724441287C	DEAD
102976	DELL POWEREDGE 2900 QUAD CORE E5405 SERVER	5R5T9K1	No HDD
GREEN	CASIO PCR-275 CASH REGISTER	0212M	DEAD
34733	DELL OPTIPLEX GX620 P D820	8P7XT91	No HDD
34066	DELL OPTIPLEX GX620 P4	28CZM81	No HDD
34057	DELL OPTIPLEX GX620 P4	35CZM81	No HDD
GREEN	BROTHER MFC-8710DW PRINTER	U63088D4N718669	DEAD
GREEN	HP LASERJET 4050 TN	CNGXC25383	BAD
13138	BOOKCASE 7SH MET W/WOOD ENDS (BIG & HEAVY)	NONE	OK
GREEN	Several 15" and 17" monitors	Several	MEH
NONE	2 Boxes of PS2 Mice & Keyboards and USB (bad) Keyboards	NONE	OLD TECH

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 17-0196 A 10 of 17

<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: 028000	Transfer to index code:
Department: All Departments in Building A	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>2/15/17</i>	Approved (Dept Head) Date
Specific location (address): 330 Fair Lane , Placerville CA 95667	
Where in facility? CAO, HR, Risk, County Counsel, BOS offices and BOS Chambers <i>+ storage container</i>	
First contact person: Angelo Troquato	Phone: (530) 621-5919
Second contact person: Dan Gonzales	Phone: (530) 621-5104

Cty Tag #	Description	Serial/VIN #	Condition
	60" Harpers Overhead qty 5		Poor
	36" Harpers Overhead qty 5		Poor
	72" Harpers Overhead qty 2		Poor
	36" Maxon Overhead qty 6		Poor
	42" Harpers overhead qty 2		Poor
	48" Maxon overhead qty 1		Poor
	60" Maxon overhead qty 5		Poor
	48" Harpers overhead qty 1		Poor
	Harpers 2-drawer pedestals qty 3		Poor
	60" Harpers Shelves qty 1		Poor
	36" Harpers shelves qty 4		Poor
	72" Maxon shelves qty1		Poor
	66" Harpers shelves qty 66"		Poor
	60" Maxon shelves qty1		Poor
	42" Maxon corner shelves qty 6		Fair
	48" Maxon overhead parts qty 11		Poor
	60" Maxon overhead parts qty 25		Poor
	36" Maxon corner shelf qty 1		Poor
	36" Maxonoverhead parts qty 10		Poor
	24" Maxon overhead parts qty 4		Poor
	Harpers legs metal qty 40		Poor

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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: All Departments in Building A	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>2/15/17</i>	Approved (Dept Head)                      Date
Specific location (address): 330 Fair Lane, Placerville CA 95667	
Where in facility? CAO, HR, Risk, County Counsel, BOS and BOS Chambers + <i>Storage container</i>	
First contact person: Angelo Troquato	Phone: (530) 621-5919
Second contact person: Dan Gonzales	Phone: (530) 621-5104

Cty Tag #	Description	Serial/VIN #	Condition
	Maxon Privacy panels various sizes qty 40		Poor
	36" Harpers overhead parts qty 14		Poor
	66" Maxon overhead parts qty 11		Poor
	30" Maxon overhead parts qty 14		Poor
	Maxon legs qty 12		Poor
	54" Maxon overhead parts qty 2		Poor
	18" Harpers lights qty 2		Poor
	Harpers pedestal parts qty 7		Poor
	42" Harpers overhead parts qty 4		Poor
	Harpers 3-drawer pedestals qty 5		Poor
	48" Harpers desk qty 2		Poor
	72" x 36" Harpers Desk		Fair
	84" x 24" Harpers desk		Broken
	Round table leg		Poor
	36" Lateral 2-drawer		Poor
	42" lateral 2-drawer		Poor
	48" desk wooden		Broken
	60" book shelves wood qty 2		Poor
	36" Harpers corner surfaces qty 2		Fair
	Maxon Surfaces misc sizes qty 15		Poor
	Harpers surfaces misc sizes qty 6		Poor

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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 index code:		Transfer to index code:	
Department: All Departments in Building A		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date <i>2/15/17</i>	Approved (Dept Head)	Date
Specific location (address): 330 Fair Lane , Placerville CA 95667			
Where in facility? CAO, HR, Risk, County Counsel, BOS and BOS Chambers <i>+ storage container</i>			
First contact person: Angelo Troquato		Phone: (530) 621-5919	
Second contact person: Dan Gonzales		Phone: (530) 621-5104	

Cty Tag #	Description	Serial/VIN #	Condition
	Maxon overhead wooden sides qty 39		Poor
	Maxon wood desk parts qty 13		Poor
	Hapers wood desk legs qty 9		Poor
	66" desk wood		Poor
	Keyboard trays qty 10		Broken
	36" Harpers panels qty 5		Poor
	48" Harpers panels qty 5		Poor
	24" Harpers panels qty 5		Poor
	60" Harpers tack boards qty 19		Broken
	54" Harpers tack boards qty 54"		Broken
	36" Harpers tack boards qty 5		Broken
	30" Harpers panel		Poor
	48" x 60" picture		Fair
	54" x 30" heavy folding table		Poor
	Guest chairs qty 6		Fair
	Guest chairs metal frame/cloth qty 3		Fair
	Speakers wood cabinets qty 4		Fair
	Refrigerator 36" x24" x24"		Unknown
	Office chair		Broken
	Plastic office trays qty large box		Broken
	10ft projector Screen		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>[Signature]</i>	Approved (Dept Head)
Date <i>1-23-17</i>	Date

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

Where in facility? Sally Port

First contact person: Beth Alexander Phone: (530) 573-3039

Second contact person: Phone:

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Folding Table	N/A	Poor
32754	Metal Detector	N/A	Broken
N/A	Inmate Chair	N/A	Poor
N/A	Top to Kiosk	N/A	Good
N/A	Keyboards - 2	N/A	Broken
N/A	Monitor Stand	N/A	Fair
N/A	Monitor	V8504403383	Broken
N/A	Monitor	PSD060908585	Broken
N/A	Wall Clock	N/A	Broken
N/A	Refrigerator	N/A	Fair
N/A	Monitor	ZX001071084416000273	Good
N/A	Booties	N/A	Good (in box)
N/A	Book Cart	N/A	Broken

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