

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 401121	Transfer to index code:
Department: Public Health <i>[Signature]</i> 2/7/14	Department:
Approved (Dept Head) <i>[Signature]</i> Date 2/18/14	Approved (Dept Head) _____ Date _____

Specific location (address): 931 Spring St, Placerville, CA 95667

Where in facility? Clinic Back Office

First contact person: Heather Orchard Phone: (530) 621-6155

Second contact person: Iveeth Bannister Phone: (530) 621-6104

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Cash Register	0110360171	Fair

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing		
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		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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 14-0394 A 1 of 20

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: Library		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>	<i>2/28/2014</i>		

Specific location (address): *1000 Rufus Allen Blvd, South Lake Tahoe - Library*

Where in facility? *Meeting Room*

First contact person: *Katharine Miller* Phone: *530-573-3186*

Second contact person: *Deborah Raiche* Phone: *530-621-5154*


Cty Tag #	Description	Serial/VIN #	Condition
<i>5985</i>	<i>Rolling Chalkboard 5' x 4'</i>	<i>5985</i>	<i>Good</i>
	<i>27" Emerson TV w/DVD & VHS player</i>		<i>Good</i>
	<i>Rolling Media Cart for TV</i>		<i>Good</i>

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u> Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	<i>2/28/14</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 530500	Transfer to index code:
Department: Health & Human Services Agency	Department:
Approved (Dept Head)  Date <u>2/18/14</u>	Approved (Dept Head) Date

Specific location (address): 3057 Briw Rd. Suite A, Placerville, CA 95667

Where in facility? Patio

First contact person: Michael Yurkovic Phone: (530) 642-7222

Second contact person: Jill Rubin Phone: (530) 642-7303

Cty Tag #	Description	Serial/VIN #	Condition
	32 metal and plastic horizontal stacking chairs w/ casters		good
	4-7 broken desk chairs		poor
	oscillating wall fan - off white plastic cover		good
	DVD player - Sony		fair
	DVD player - Samsung		fair
	media cart - 3 shelf black, w/ casters & electrical outlets/cord		good
	baby seat - expired		poor
	misc metal		poor

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**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <i>ASSESSOR'S OFFICE</i>	DEPARTMENT:
APPROVED (DEPT HEAD) <i>[Signature]</i> DATE <i>2/27/14</i>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): *360 Fair Lane Placerville*

Where in Facility? *Break Room*

FIRST CONTACT PERSON: *Kimberly Webb* PHONE: *5718*

SECOND CONTACT PERSON: _____ PHONE: _____

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>NO TAG</i>	<i>DESK LAMP</i>	<i>13969</i>	<i>Good</i>
<i>NO TAG</i>	<i>Swing Line Electric stapler</i>	<i>48201</i>	<i>POOR</i>
<i>NO TAG</i>	<i>METAL FILE FORWARD</i>		<i>Good</i>
<i>NO TAG</i>	<i>METAL STANDUP FILE</i>		<i>Good</i>
<i>NO TAG</i>	<i>5 stacking Plastic Files</i>		<i>Good</i>
<i>NO TAG</i>	<i>6 Large Binders</i>		<i>POOR</i>
<i>NO TAG</i>	<i>6 MICRO FICHE FILES</i>		<i>Good</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY: _____
DATE: _____
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.
WHITE (AUDITOR) YELLOW (TO DEPT) PINK (FROM DEPT) GOLD (PURCHASING)

2/27

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department: Surveyor	Department:
Approved (Dept Head) <i>R. B. [Signature]</i> Date <i>2-24-14</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 360 Fair Lane

Where in facility? Surveyor's Office

First contact person: Karen Hyder

Phone: 621-5121

Second contact person: Phil Mosbacher

Phone: 621-5320

Cty Tag #	Description	Serial/VIN #	Condition
35980	Tape drive-external #1 GB Exabyte VXA-2		unknown
None	4 Ink HP Design Jet 80 Yellow		New
None	1Ink HP Design Jet 80 Cyan		New
None	1 Ink HP Design Jet 80 Magenta		New
None	2 Ink HP Design Jet 80 Black		New
None	1 Ink HP Design Jet 80 Black printhead & cleaner		New
None	Altec Lansing Woofer		old
None	2 Data Transfer Switches		old
None	Rolling Computer Chair		Dirty
<i>34679</i>	<i>PC optiplex GX 620</i>		<i>old</i>
<i>35922</i>	<i>PC Optiplex 745</i>		<i>old</i>
<i>32320</i>	<i>Server</i>		<i>poor</i>

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 530500

Transfer to index code:

Department: Health & Human Services Agency

Department:

Approved (Dept Head) [Signature] Date 2/25/2014

Approved (Dept Head) _____ Date _____

Specific location (address): 635B Spring Street, Placerville, CA 95667

Where in facility? PHF basement

First contact person: Michael Yurkovic

Phone: (530) 642-7222

Second contact person: Jill Rubin

Phone: (530) 642-7303

Cty Tag #	Description	Serial/VIN #	Condition
	Gaylord Box (3'x4'x3') filled with misc keyboard shelves & parts		fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Auditor records updated by:	Date:

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 791100	Transfer to index code:
Department: Child Support	Department:
Approved (Dept Head) <i>Javad Roth</i>	Approved (Dept Head)
Date <i>2/25/14</i>	Date

Specific location (address): 3883 Ponderosa Rd, Shingle Springs, CA 95682

Where in facility? Upstairs storage

First contact person: Mike Brazil Phone: (530) 642-7298

Second contact person: Wendy Perry Phone: (530) 642-4831

Cty Tag #	Description	Serial/VIN #	Condition
	Laptop Carrying Case		Fair
	Laptop Carrying Case		Fair
	Laptop Carrying Case		Fair
	Laptop Carrying Case		Fair
	Laptop Carrying Case		Fair

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Auditor records updated by:	Date:

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5837

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

 SURPLUS INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

050000

TRANSFER TO (INDEX CODE)

DEPARTMENT:

Assessor

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

 2/27/14

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 360 Fair Lane, Placerville

Where in Facility? Office Cubicle

FIRST CONTACT PERSON:

Kimberly Webb

PHONE:

5718

SECOND CONTACT PERSON:

Todd Gravatt

PHONE:

5735

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
25952 27179	Laser Printer	USBF077200	Poor
27179	Laser Printer	USDK018103	Poor
29475	Proxima 6910 LCD Projector	40A072700	Good
No tag	Deskjet Printer	12 items	Poor
No tag	LCD Monitor	2 items	Poor
No tag	Keyboard	6 items	Poor
No tag	Mouse	8 items	Poor
No tag	CRT	4 items	Poor
No tag	Fax Machine	2 items	Poor

PURCHASING USE ONLY	DATE
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BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____

DATE: _____

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AT START OF PROCESS. UPON COMPLETION COPIES WILL BE
DISTRIBUTED.**

WHITE (AUDITOR)

YELLOW (TO DEPT)

PINK (FROM DEPT)

GOLD (PURCHASING)

2/27

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE) <u>050000</u>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Assessor</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>[Signature]</u> DATE <u>2/27/14</u>	APPROVED (DEPT HEAD) DATE
SPECIFIC LOCATION (ADDRESS): <u>360 Fair Lane Placerville</u>	

Where in Facility? In office cubicle

FIRST CONTACT PERSON: Kimberly Webb PHONE: 621 5718

SECOND CONTACT PERSON: Todd Gravatt PHONE: 621 5735

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
27801	CPU	23HK518	Poor
27793	CPU	23HH072	Poor
27806	CPU	23HD209	Poor
27808	CPU	23HD157	Poor
31303	Scanner	315051	Poor
27272	Laser Printer	USDK174090	Poor
<u>Green Tag</u>	<u>Edell Team PC (2)</u>		<u>Attn/Good</u>
30426	CPU	23GP277	Poor
32828	CRT monitor	06D251	Poor

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2/27

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)
050000

TRANSFER TO (INDEX CODE)

DEPARTMENT:
ASSESSOR'S OFFICE

DEPARTMENT:

APPROVED (DEPT HEAD) [Signature] DATE 2/27/14

APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 3100 Fair Lane Plattville

Where in Facility? Break area

FIRST CONTACT PERSON: Kimberly Webb PHONE: 5718

SECOND CONTACT PERSON: _____ PHONE: _____

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
NO TAG	OFFICE Supplies		SOME Good SOME POOR
NO TAG	3 METAL BOXS		Good
18728	1 BROKEN calculator	PL220	POOR
NO TAG	Rolling File 2 BASKET NO casters		POOR
NO TAG	2 computer anti GLARE screens		Good
NO TAG	Shredder FELLOWS Broken	MS450CS	POOR
NO TAG	1 Broke DESK chair missing wheels		POOR
NO TAG	computer modem holder		POOR
NO TAG	7 stacking Banken BOXS		POOR

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WHITE (AUDITOR) YELLOW (TO DEPT)
 PINK (FROM DEPT) GOLD (PURCHASING)

2/27

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department: Surveyor	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>2-24-14</i>	Approved (Dept Head) Date

Specific location (address): 360 Fair Lane

Where in facility? Surveyor's Office

First contact person: Karen Hyder

Phone: 621-5121

Second contact person: Phil Mosbacher

Phone: 621-5320

Cty Tag #	Description	Serial/VIN #	Condition
none	Metal Desk with drawers		old
35832	Dell Laptop		old
29504	Gateway Laptop		old
None	Server racks		old
None	Keyboard tray		old
None	Switchview		In box
None	keyboards 7		old
33490	Dell computer		old
31507	Dell Optiplex GX260T Computer #1 GB		old
31508	Dell Optiplex GX260T Computer #2 GB		old
None	Verizon Cell Phone Charger for Auto		New
34325	Computer Dell Optiplex #5 GB		old
34317	Computer Dell Optiplex #6 GB		old
33490	Dell Computer		old
None	Box of computer mice		old
None	Box of hard drives		old
None	Box of hard drive parts		old
None	4 boxes of computer cords and misc computer accessories		old
None	Box of CD component for computers		old
35921	Optiplex Computer		old
None	2 Floppy Disc files		old

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County of El Dorado Property Transfer Request

Surplus **Inter-Department Transfer**

Transfer from index code: 791100

Transfer to index code:

Department: Child Support

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

Janet Koye

2/25/14

Specific location (address): 3883 Ponderosa Rd, Shingle Springs, CA 95682

Where in facility? At my desk

First contact person: Mike Brazil

Phone: (530) 642-7298

Second contact person: Wendy Perry

Phone: (530) 642-4831

Cty Tag #	Description	Serial/VIN #	Condition
33146	Dell Optiplex SX270; Pentium 4 CPU 3.20GHz, 1 GB of RAM; Error message on bootup: "System battery voltage low"; BIOS battery may need to be replaced; Computer is slow but that may be due to the hard drive	Service Tag: B40Q051	Fair
34881	Dell Latitude X1; Pentium 3 CPU 1.20GHz, 256 MB of RAM; Battery does not hold charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: 2YNS6B1	Fair
31291	Dell Latitude C400; Pentium 3 CPU 1.20GHz, 256 MB of RAM; Battery does not hold charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: H9NMB11	Poor(?)
31294	Dell Latitude C400; Pentium 3 CPU 1.20GHz, 256 MB of RAM; Battery does not hold charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: HBNMB11	Poor(?)
31583	Dell Latitude C400; Pentium 3 CPU 866MHz, 128 MB of RAM; Battery holds charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: BB28J11	Fair
31584	Dell Latitude C400; Pentium 3 CPU 1.2GHz, 128 MB of RAM; Battery does not hold charge; Cannot login to verify setup; BSOD, might be repaired with a different hard drive; Has external modular CD & floppy drive	Service Tag: GVD9J11	Poor(?)

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County of El Dorado Property Transfer Request

Surplus **Inter-Department Transfer**

Transfer from index code: 250000

Transfer to index code:

Department: Probation

Department:

Approved (Dept Head) *[Signature]* Date *2/20/14*

Approved (Dept Head) _____ Date _____

Specific location (address): 1360 Johnson Blvd., Ste. 102, South Lake Tahoe

Where in facility? Front reception area

First contact person: Dianne Holly

Phone: 573-3085

Second contact person: Lynn Valorosi

Phone: 573-3083

[Handwritten initials]

Cty Tag #	Description	Serial/VIN #	Condition
-0-	Office Chair	-0-	Broken
-0-	Office Chair	-0-	Broken
-0-	5 Drawer File Cabinet	-0-	Old / Fair

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 14-0394 A 14 of 20

**County of El Dorado
Property Transfer Request**

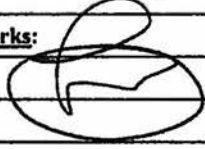
Surplus **Inter-Department Transfer**

Transfer from index code: 401111	Transfer to index code:
Department: Health and Human Services	Department:
Approved (Dept Head) _____ Date	Approved (Dept Head) _____ Date
<i>D. C. [Signature]</i> <i>2/17/2014</i>	

BS

Specific location (address): 935 Spring St
Where in facility? PHF basement
First contact person: Jill Rubin Phone: 621-7303
Second contact person: Tim Sampson Phone: 642-7117

Cty Tag #	Description	Serial/VIN #	Condition
101091	Dell PowerEdge SC440 Server tower	51H53D1	Usable
	Ship date was 6/13/2007		
	This was the Domain Controller for the "PH Domain" which has been decommissioned.		

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County of El Dorado Property Transfer Request

Surplus

Inter-Department Transfer

Transfer from index code: 530500	Transfer to index code:
Department: Health & Human Services Agency	Department:
Approved (Dept Head) <i>Jean</i>	Approved (Dept Head)
Date <i>2/18/14</i>	Date
Specific location (address): 935 Spring Street, Placerville, CA 95667	
Where in facility? PHF basement	
First contact person: Michael Yurkovic	Phone: (530) 642-7222
Second contact person: Jill Rubin	Phone: (530) 642-7303

65

Cty Tag #	Description	Serial/VIN #	Condition
24303	desk		poor
15567	file cabinet		poor
17365	credenza/desk		poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
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Board Approval		
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Copy to Auditor		
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 411000

Transfer to index code:

Department: Health & Human Services

Department:

Approved (Dept Head) Date

Approved (Dept Head) Date

Handwritten signature *2/18/14*

Specific location (address): 935 Spring Street, Placerville, CA 95667

Where in facility? PHF basement

First contact person: Michael Yurkovic

Phone: (530) 642-7222

Second contact person: Jill Rubin

Phone: (530) 642-7303

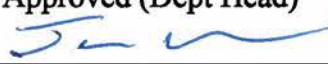
Cty Tag #	Description	Serial/VIN #	Condition
19652	Freezer		poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 401131	Transfer to index code:
Department: Health & Human Services Agency	Department:
Approved (Dept Head)  Date 2/18/14	Approved (Dept Head) Date

Specific location (address): 935 Spring Street, Placerville, CA 95667

Where in facility? PHF basement

First contact person: Michael Yurkovic Phone: (530) 642-7222

Second contact person: Jill Rubin Phone: (530) 642-7303

Cty Tag #	Description	Serial/VIN #	Condition
31942	Epson projector		broken

Routing of PTR Form	N/A or Date	Remarks:
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 14-0394 A 18 of 20

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: Public Defender		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Teri Monterosso 2/27/14

Specific location (address): 630 Main Street

Where in facility? In open space near back door; front office space area; law library; upstairs in hallway

First contact person: Hillary Crawford Phone: (530) 621-6741

Second contact person: Teri Monterosso Phone: (530) 621-6440

Cty Tag #	Description	Serial/VIN #	Condition
None	Printer Stand/Table (metal yellow/gray)	None	Old
None	Computer Desk (brown)	None	Broken
24352	Gray Vertical Cabinet	None	Fair
None	Brown Chair	None	Old
None	LexMark Fax Machine - gray (can't get to print)	None	Broken
None	Keyboard Tray	None	Broken
21889	IBM Typewriter	11-0156940	Broken
None	Bookcase - brown missing shelves	None	Broken
None	Two drawer lateral cabinet (locking but key is lost)	None	Old

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	2/27/14	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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