

### County of El Dorado Property Transfer Request

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

Transfer from index code: 307220		Transfer to index code:	
Department: Transportation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>Kimberly K. Keen</i>	<i>11/28/12</i>		
Specific location (address): NA			
Where in facility? NA			
First contact person: Julianne Melchor		Phone: 621-5910	
Second contact person: Kent Taylor		Phone: 642-4900	

Cty Tag #	Description	Serial/VIN #	Condition
514855	2001 Dodge Ram (stolen; recovered, but total loss)	1B7HF16Y21S676931	Poor

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b> Vehicle stolen 11/1/12 (approx); recovered 11/2/12 as total loss
Sent to Auditor <i>(Purchasing)</i>	<i>11/28/12</i>	
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., Pink-From Dept., Gold-Purchasing