

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: Sheriff	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date	Date

Specific location (address): 300 Fair Lane

Where in facility?

First contact person: Angelo Troquato X5919                      Phone:

Second contact person: Patrick Trevino X5609                      Phone:

Cty Tag #	Description	Serial/VIN #	Condition
	Epson impact document feed printer		Fair
	Epson impact wide carriage printer		Fair
	1 small lock box with key		Good
	1 small electric lock box - missing battery cover		Fair
	1 Brother type writer		Fair
	1 Brother label maker		Good
	2 18in x 60in wood folding table		Good
	2 plastic floor mats		Good
	1 dark blue office chair		Good
	1 light blue office chair		Good
	1 black office chair		Good
	2 maroon office chairs		Good
	1 gray office chair		Good
	2 teal office chairs		Good
	5 wooden gray chairs		Good
	1 leather office chair		Good
	2 foot rests		Good
	1 white board		Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>10/21/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                                   **Trade-In**                                   **Inter-Department Transfer**

Transfer from index code: 4200000		Transfer to index code:	
Department: Veteran Affairs		Department:	
Approved (Dept Head) <i>Dull R</i>	Date <i>9-18-19</i>	Approved (Dept Head)	Date

Specific location (address): 130 Placerville Drive

Where in facility? conference room

First contact person: Patricia Morello                                  Phone: 621-5956

Second contact person: Taylor Gautschi                                  Phone: 621-5965

Cty Tag #	Description	Serial/VIN #	Condition
	4 lateral file drawer Lock broken		fair
	Miscellaneous hanging file folders		good
	Office chair		fair

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>9/23/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
Auditor records updated by: _____ Date: _____

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: <u>250000</u>		Transfer to index code:	
Department: <u>PROBATION</u>		Department:	
Approved (Dept Head) <u>[Signature]</u>	Date <u>9.17.19</u>	Approved (Dept Head)	Date
Specific location (address): <u>299 FARR LN - OLD JUV. HALL</u>			
Where in facility? <u>Booking Cells</u>			
First contact person: <u>PAUL KENNIS</u>		Phone: <u>530-621-5969</u>	
Second contact person: <u>GERI PAYNE</u>		Phone:	

1/1/19

Cty Tag #	Description	Serial/VIN #	Condition
<u>MA</u>	<u>MIS Bellows Keyboard x13-</u>		
<u>NA</u>	<u>19" MONITOR - 1905FP</u>	<u>MX-0WJ8690-49323611</u>	<u>BROKEN</u>
<u>105403</u>	<u>Bell optiplex PC</u>	<u>B6WGPI</u>	<u>BROKEN</u>
<u>N/A</u>	<u>24" Viewsonic Monitor</u>	<u>UBX180640235</u>	<u>BROKEN</u>
<u>N/A</u>	<u>15" Monitor Dell</u>	<u>CN0CC352-6A18063E</u>	<u>BROKEN</u>
<u>N/A</u>	<u>15 Monitor Dell</u>	<u>CN0DP480-7A2C1-85E</u>	<u>BROKEN</u>
<u>MA</u>	<u>Printer Dell C1760</u>	<u>152 M341</u>	<u>BROKEN</u>
<u>MA</u>	<u>Printer Dell C1760</u>	<u>1MVA341</u>	<u>BROKEN</u>
<u>N/A</u>	<u>MISC DESK DRAWERS</u>	<u>-</u>	<u>OLD</u>
<u>N/A</u>	<u>MIS. DESK DRAWER 2 DRAWER</u>	<u>-</u>	<u>OLD</u>

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

County of El Dorado Property Transfer Request	
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In
<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 7110100	Transfer to index code: N/A
Department: Air Quality Management District	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>9/26/19</i>	Approved (Dept Head) _____ Date _____
Specific location (address): 345 Fair Lane, Trailer T-1, Placerville, CA 95682	
Where in facility? under table by conference room door	
First contact person: Scott Wilson	Phone: (530) 621-7554
Second contact person: Todd Lenkin	Phone: (530) 621-7503

Cty Tag #	Description	Serial/VIN #	Condition
102003	DELL OPTIPLEX 755 DUO E4400	G77HLF1	OBSOLETE
105205	DELL OPTIPLEX 790	D9547V1	OBSOLETE

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>9/30/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                                   **Trade-In**                                   **Inter-Department Transfer**

Transfer from index code: 231000                                  Transfer to index code:

Department: Public Defender                                  Department:

Approved (Dept Head) \_\_\_\_\_ Date 11/14/19                                  Approved (Dept Head) \_\_\_\_\_ Date \_\_\_\_\_

Specific location (address): SLT Public Defender, 1360 Johnson Blvd., #106, SLT 96150

Where in facility? Back Office

First contact person: Julie Campbell                                  Phone: 573-3119

Second contact person: Brenda Bailey                                  Phone: 621-6745

Cty Tag #	Description	Serial/VIN #	Condition
105067	Dell Latitude Laptop	E6420-298GDS1	Fair
None	Dell Laptop Carrying Case-3 Pocket-Black Canvas	None	Fair
None	Dell Floppy Disk Drive/Module	None	Obsolete

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	11/18/19
Posted to Intranet	
Board Approval	
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<u>Remarks:</u>
Auditor records updated by: _____ Date: _____

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

**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 <u>9-17-19</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 935 Spring Street

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Where in facility? PHF basement

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First contact person: Jill Rubin Phone: 642-7303

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Second contact person: Phone: \_\_\_\_\_

Cty Tag #	Description/Comments	Serial/VIN #	Condition
103533	Dell Latitude E6510	B6RCRM1	Broken Not Functional
107572	Dell Optiplex 3020	CTO DTGSD42	Broken Not Functional
105348	Dell Optiplex 7010	3KDVYV1	Broken Not Functional
n/a	HP Laser jet P4015X	n/a	Broken Not Functional
104800	Fuji fi6130z scanner	27289	Broken Not Functional
104253	Fuji fi6130z scanner	445639	Broken Not Functional
104875	Dell 790	9H98MS1	Broken Not Functional
105621	Dell Optiplex 7010	H2MNRW1	Broken Not Functional
104546	Dell 3330dn laserjet printer	DXN2KJ1	Broken Not Functional

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>9/20/19</u>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> J8RH19235A, J8RH243287	
<i>OK to surplus copy 9/4/19</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:	Transfer to index code:
Department: HHS A	Department:
Approved (Dept Head) <i>Dale R.</i>	Approved (Dept Head)
Date <i>9-20-19</i>	Date

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
	microwave		Broken Not Functional
	Legal 5 drawer file cabinet		Broken Not Functional
	Wood Bookcase		Broken Not Functional
105988	Activity Toy play structure		Broken Not Functional

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<b>Remarks:</b>
Auditor records updated by: <span style="float:right">Date:</span>

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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>Jill Rubin</i>		<i>9-23-19</i>	

Specific location (address): 929 Spring St

Where in facility? Pod 24 and 23

First contact person: Jennifer Thomas Phone: 621-6230

Second contact person: Jill Rubin Phone: 642-7303

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	One 2-drawer file cabinet		used
	a total of five (5) planks of grey shelving		used
	one countertop filing/storage-type piece of faux wood office fu		used

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>9/26/19</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

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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) <span style="margin-left: 50px;">Date <u>9-27-19</u></span>	Approved (Dept Head) <span style="float: right;">Date</span>

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
n/a	Brother Intelifax 4100E		Broken Not Functional
102366	(WIC) Dell 5110CN		Broken Mother board

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>10/4/19</u>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

**Remarks:** 1899346556  
9/25/19  
 Auditor records updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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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

9-27-19

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
104862	Dell PC OptiPlax 790	9H6DMS1	Functional Expired Warranty
n/a	HP Laserjet 1160 printer	CNG1D31351	Broken Not Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	10/4/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

**Remarks:** J9IF424512  
*OK No Surplus Copy 9/25/19*

Auditor records updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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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 <b>9-27-19</b>	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
105589	Dell 7010 SFF	H2LQRW1	Broken Not Functional
105366	Dell 7010 Tower PC	4W05YV1	Broken Not Functional
103940	Dell GX280 Tower	2XTPDP1	Broken Not Functional
103939	Dell Optiplex 780	2XVNDP1	Broken Not Functional
	Stack of 4 keyboards and mouse. All defective.		Broken Not Functional
	Dell 15" monitor		Broken Not Functional
	3 monitor stands		Broken Not Functional
	Topaz Signature pad read	SN #TL460HN1253366	Broken Not Functional
105576	Dell 7010	H2SNRW1	Broken Not Functional
105587	Dell 7010	H2RMRW1	Broken Not Functional
	3 defective keyboards		

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<b>10/4/19</b>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

**Remarks:** J9H8596248, J9C9226658, H7J9581351, J88C666783  
 J7GA565792, J8GE416835  
*OK to Surplus using 9/25/19*

Auditor records updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>County of El Dorado Property Transfer Request</b>			
<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)	Date	Approved (Dept Head)	Date
		10-8-19	
Specific location (address): 3368 Lake Tahoe Blvd			
Where in facility? basement			
First contact person: cynthia.castillo@edcgov.us		Phone: 573-3214	
Second contact person: Jill Rubin		Phone: 642-7303	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	chair	n/a	Broken Not Functional

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	10/14/19
Posted to Intranet	
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:	Transfer to index code:
Department: HHSA	Department:
Approved (Dept Head)  Date <u>10/7/19</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Jill Rubin Phone: 642-4836

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	15-20 office chairs		broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<u>10/14/19</u>	
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Board Approval		
Pick-up by Contractor		
Copy to Auditor		Auditor records updated by: _____ Date: _____

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**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>Yvonne Kelley for Don Simon</i>	Date <i>10/17/19</i>	Approved (Dept Head)	Date
Specific location (address) <i>935 Spring St</i>			
Where in facility? <i>PHF basement</i>			
First contact person: Jill Rubin		Phone: 642-7303	
Second contact person: Jenny Wilson		Phone: 642-7203	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	2 chairs that have ripped seats	n/a	Broken Not Functional
n/a	Fan	n/a	Broken Not Functional
n/a	Plastic blue container with various broken foot rests and other unidentifiable black plastic things.	n/a	

<u><b>Routing of PTR Form</b></u>	<u><b>N/A or Date</b></u>	<u><b>Remarks:</b></u>      Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	<i>10/28/19</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		

**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**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code:		Transfer to index code:	
Department: 0400                      T/TC		Department:	
Approved (Dept Head) <i>K-E-ell</i>	Date 10/29/19	Approved (Dept Head)	Date

Specific location (address): 360 FAIR LANE BLDG B, PLACERVILLE

Where in facility?

First contact person: BEVERLY SAVAGE                      Phone: 530.621.5803  
 Second contact person: JENNIFER STEBBINS                      Phone: 530.621.5809

Cty Tag #	Description	Serial/VIN #	Condition
34794	HP LASERJET 9050dn	JPCL61500P	BROKEN
104526	HP LASERJET 9050n	JPRCC4DKPE	POOR
102084	DELL OPTIPLEX 755	FQBR6G1	BROKEN

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	10/31/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 04000		Transfer to index code:	
Department: Treasurer-Tax Collector		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date <i>11/12/19</i>	Approved (Dept Head)	Date

Specific location (address): 360 Fair Lane, TTC Suite

Where in facility? hallway by back staff door

First contact person: Beverly Savage                      Phone: (530) 621-5823

Second contact person: Ginnie Hibert                      Phone: (530) 621-5811

Cty Tag #	Description	Serial/VIN #	Condition
None	3-drawer later file cabinet		fair
None	coat rack, wooden		fair

<b>Routing of PTR Form</b>	<b>N/A or Date</b>
Sent to Auditor/Purchasing	<i>11/12/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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



**County of El Dorado  
Property Transfer Request**

Surplus     
  Trade-In     
  Inter-Department Transfer

Transfer from index code: <i>1800000</i>	Transfer to index code:
Department: Recorder Clerk	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>10/02/19</i>	Approved (Dept Head) <i>[Signature]</i> Date <i>10/16/19</i>
Specific location (address): 360 Fair Lane, Placerville	
Where in facility? IT Surplus Area	
First contact person: Catrina Christensen	Phone: (530) 621-5493
Second contact person:	Phone:

Cty Tag #	Description	Serial/VIN #	Condition
34320	Dell Optiplex GX620	BFKY091	inoperative
34329	Dell Optiplex GX620	CGKY091	inoperative
34331	Dell Optiplex GX620	1HKY091	inoperative
34445	Dell Optiplex GX620	5H0KH91	inoperative

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

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 1040000		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 360 Fair Lane, BLDG. B Placerville

Where in facility? IT Surplus Area

First contact person: Josie Gonzalez                                      Phone: (560) 621-7663

Second contact person:                                                              Phone:

Cty Tag #	Description	Serial/VIN #	Condition
104569	Cisco Aironet Wireless Access Point	FTX1533KDR6	good
N/A	Cisco Aironet Wireless Access Point	FTX1619E43T	good

<b><u>Routing of PTR Form</u></b>	<b><u>N/A or Date</u></b>
Sent to Auditor/Purchasing	10/3/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: DA	Department:
Approved (Dept Head) X	Approved (Dept Head)
Date 9/24/19	Date

Specific location (address): 360 Fair Lane

Where in facility?

First contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Second contact person: Jaime Cone Phone: (530) 621-7664

Date: \_\_\_\_\_

City Tag #	Description/Comments	Serial/VIN #	Condition
104667	OPTIPLEX 780	8 QV0J5I	out of warranty


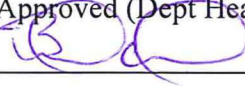
Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	10/7/19
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Board Approval	
Pick-up by Contractor	
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**Remarks:**

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Auditor records updated by: \_\_\_\_\_ Date: \_\_\_\_\_

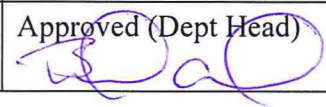
**Do not separate form. All parts of form are to be submitted as follows:** Surplus only – to Purchasing, Inter-Department transfers – to Auditor  
 When processing is complete, form will be separated and distributed as follows: White-Auditor, Yellow-To Dept., Copy-From Dept., Copy-Purchasing  
 19-1747 A 19 of 38

<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: 104000		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
			10/16/19
Specific location (address): 360 Fair Lane, Placerville			
Where in facility? IT Surplus Area			
First contact person: Josie Gonzalez		Phone: (530) 621-7663	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
n/a	Rimage CD Printer Model #554364-104	U040391	old
n/a	Rimage CD Printer Model #554364-104	10008777	old

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

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

<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: 1040000		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head)	→	Date	
		Approved (Dept Head)	Date
			10/16/19
Specific location (address): 360 Fair Lane, Placerville			
Where in facility? IT Surplus area			
First contact person: Josie Gonzalez		Phone: 621-7662	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
35728	Cisco Switch	FOC1112Z697	old

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

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 2200000	Transfer to index code:
Department: District Attorney	Department:
Approved (Dept Head)  Date	Approved (Dept Head)  Date

*10/16/19*

Specific location (address): 360 Fair Lane, Placerville

Where in facility? IT Surplus Area

First contact person: Josie Gonzalez

Phone: (530) 621-7663

Second contact person:


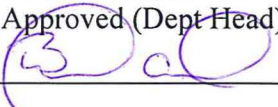
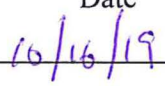
Phone:

Cty Tag #	Description	Serial/VIN #	Condition
104667	Dell Optiplex	80V0JS1	salvage
104018	Dell Optiplex	FWC5FQ1	inoperative

<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>
Auditor records updated by: _____ Date: _____

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

<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: 1040000		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head) 	Date	Approved (Dept Head) 	Date 
Specific location (address): 360 Fair Lane			
Where in facility? IT Surplus Area			
First contact person: Josie Gonzalez		Phone: X 7663	
Second contact person:		Phone:	


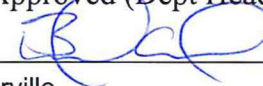
Cty Tag #	Description	Serial/VIN #	Condition
101673	Dell Optiplex	5CZ7GF1	out of warranty

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

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

County of El Dorado  
Property Transfer Request

Surplus       Trade-In       Inter-Department Transfer

Transfer from index code: 1000000		Transfer to index code:	
Department: Informtion Technologies		Department: <u>IT</u>	
Approved (Dept Head) 	Date	Approved (Dept Head) 	Date <u>10/22/19</u>

Specific location (address): 360 Fair Lane, Building B, Placerville

Where in facility? Project management area (previous Ops area)

First contact person: Josie Gonzalez      Phone: (530) 621-7663

Second contact person:      Phone:

Cty Tag #	Description	Serial/VIN #	Condition
n/a	Maxon partition parts		old
n/a	Round laminate table		good
n/a	Black faux leather executive chair		poor
n/a	Green fabric secretary chair		poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>11/6/19</u>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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



**County of El Dorado  
Property Transfer Request**

**Surplus**                                     **Trade-In**                                     **Inter-Department Transfer**

Transfer from index code: 10000000                                    Transfer to index code:

Department: Information Technologies                                    Department:

Approved (Dept Head) <div style="text-align: right;"></div>	Date <div style="text-align: center;"></div>	Approved (Dept Head) <div style="text-align: center;"></div>	Date <div style="text-align: center;"><u>10/29/19</u></div>
----------------------------------------------------------------	-------------------------------------------------	-----------------------------------------------------------------	----------------------------------------------------------------

Specific location (address): 360 Fair Lane, Building B, Placerville

Where in facility? IT surplus area

First contact person: Josie Gonzalez                                    Phone: (530) 621-7663

Second contact person:                                    Phone:

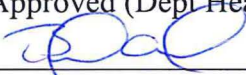
Cty Tag #	Description	Serial/VIN #	Condition
n/a	Lenovo Think Pad	YH100242T003	OLD
n/a	Lenovo Think Pad	YH100242R007	OLD
35311	Kodak Scanner i660	12742729	OLD
n/a	Dell Monitor		inoperable
n/a	Dell Montitor		inoperable

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing	<u>11/6/19</u>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by:                                    Date:

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                                       **Trade-In**                                       **Inter-Department Transfer**

Transfer from index code: 100000	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head) 	Approved (Dept Head)
Date <i>11/5/19</i>	Date

Specific location (address): 360 Fair Lane, Bldg. B, Placerville, CA

Where in facility? IT Surplus Area

First contact person: Josie Gonzalez

Phone: (530) 621-7663

Second contact person:

Phone:

Cty Tag #	Description	Serial/VIN #	Condition
103750	Cisco Catalyst 3560V-48PS-S	FDO1402Z2E6	inoperative

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>11/8/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 100000	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head)                       Date <u>11/5/19</u>	Approved (Dept Head)                      Date

Specific location (address): 360 Fair lane, Building B Placerville

Where in facility? IT Surplus Area

First contact person: Josie Gonzalez	Phone:
Second contact person:	Phone:

Cty Tag #	Description	Serial/VIN #	Condition
103648	APC UPS 1500VA	WS1019101038	NON OP
103570	CISCO ASA 5510	JMX1420L3GS	NON OP

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>11/8/19</u>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

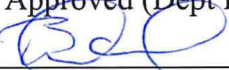
<b>Remarks:</b>
Auditor records updated by: _____ Date: _____

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 100000                      Transfer to index code:

Department: Information Technologies                      Department:

Approved (Dept Head)	Date	Approved (Dept Head)	Date
	11/5/19		

Specific location (address): 360 Fair Lane, Building B Placerville

Where in facility? IT Surplus Area

First contact person: Josie Gonzalez                      Phone: (530) 621-7663

Second contact person:                      Phone:

Cty Tag #	Description	Serial/VIN #	Condition
107885	Dell Latitude XPS	F2D3062	INOPERATIVE

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	11/8/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

County of El Dorado  
Property Transfer Request

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 1000000	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head)  Date 11/13/19	Approved (Dept Head) Date

Specific location (address): 360 Fair Lane Placerville

Where in facility? IT Surplus

First contact person: Josie Gonzalez Phone: (530) 621-7663

Second contact person: Phone:

Cty Tag #	Description	Serial/VIN #	Condition
105118	Drive Station Quad 4TB (Buffalo Drive)	45293320300070	Damaged

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	11/18/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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


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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: 231000	Transfer to index code:
Department: Public Defender	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>11/14/19</i>	Approved (Dept Head) Date
Specific location (address): IT Dept. 360 Fair Lane, Placerville, CA 95667	
Where in facility? Neil Knoblock	
First contact person: Neil Knoblock	Phone: 621-7620
Second contact person: Brenda Bailey	Phone: 621-6745

Cty Tag #	Description	Serial/VIN #	Condition
101782	Dell Optiplex 755 Duo E4400	5TNLLF1	Non-Op

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>11/18/19</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

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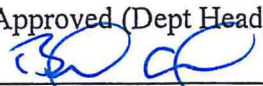
County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
<input type="checkbox"/> Inter-Department Transfer			
Transfer from index code:		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	11/4/19		
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition		
	263 voter access cards		good		
	111 Supervisor Cards		good		
	10 Central Admin Cards		good		
	4 Security Key Cards		good		
102664	Encoder		good		
102665	↓		↓		
102666					
102467					
102668					
102556					
102547					
102519					
		19 Memory Cards			
		3 scan disks			
		10 Accu-Vote			
104389	Accu-Vote				
10449	" "				
101515	Memory Card				
101598	" "				
100849					
104499			↓		

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	11/6/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

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

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	11/4/19		
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
104499	Memory Cards		Good
101620	↓		↓
101621			
100850			
101622			
101618			
101617			
101594			
100856			
100859			
101580			
101576			
100861			
101579			
101619			
100851			
100852			
100853			
104354			
101585	↓		
	1 DDK Drive		↓

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	11/6/19
Posted to Intranet	
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



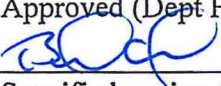
County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>	11/4/19		
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Qty Tag #	Description	Serial/VIN #	Condition
	93 plastic badge holders		good
101643	MEMORANDUM CARDS		
101642			
101572			
101640			
104349			
104512			
101661			
101914			
101597			
104346			
101648			
101657			
104358			
101607			
104359			
101623			
101641			
101638			
101578			
104361			

Routing of PTR Form	N/A or Date
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Board Approval	
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<b>Remarks:</b>	
Auditor records updated by:	Date:

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

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
<input type="checkbox"/> Inter-Department Transfer			
Transfer from index code:		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	11/4/19		
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
1011635	MEMORIAL CARDS		Good
1011634	J		J
1011866			
1011865			
1011601			
1011862			
1011855			
100900			
1011651			
1011569			
1011581			
	2 Supervisor Cards		
	3 administrator cards		
	3 Security Key cards		
	2 voter cards cards		
	9 Chargers		Good
	3 Keyboards		
	17 mice		
	Printer and rolls		
	1 circuit board		
	3 port servers		

Routing of PTR Form	N/A or Date
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Posted to Intranet	
Board Approval	
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<b>Remarks:</b>	
Auditor records updated by:	Date:

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: Elections	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>11/4/19</i>	Approved (Dept Head)                      Date

Specific location (address): 2850 Fairlane Ct. Placerville

Where in facility? Basement, Warehouse 1

First contact person: Linda Webster

Phone: 621-7483

Second contact person: Cynthia Morrison

Phone: 621-7481

City Tag #	Description	Serial/VIN #	Condition
	17 video cables		Good
	13 Ohm cables		↓
	1 USB cable		↓
	2 boxes keys		↓
	Misc comp. parts		↓
	epson ink		↓
	1 inserter extractor		↓
	Misc drive		↓
	1 TSX printer		↓
	connectors		↓
	1 Sentru safe		↓
	2 boxes hard drives		↓
	24 boxes of binders		↓
	15 monitors		↓
	55 memory cards		↓
	1 Lanier printer		Broke
	HP Laser jet		"
01673	filex cabinet		Used
3013	↓		↓
1550			↓
3096			↓

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>11/6/19</i>
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<b>Remarks:</b>	
Auditor records updated by:	Date:

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

<b>County of El Dorado Property Transfer Request</b>			
<input checked="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: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>TS</i>	<i>11/4/17</i>		
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
<i>2858</i>	<i>filing cabinet</i>		<i>used</i>
<i>1289</i>	<i>↓</i>		<i>↓</i>

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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<b>Remarks:</b>	
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PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

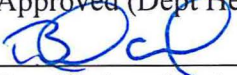
<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code:		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head) <i>[Signature]</i>		Approved (Dept Head)	
Date <i>11/4/19</i>		Date	
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
	1 - Altec Lansing Computer Speakers	82759	<i>good</i> ↓
	312 - Office Binders		
	1 - Computer Keyboard		
	many - compact memory cards		
	1 - Computer Ram		
	1 - Port Server	21085080	
	1 - Sentry Lock Box		
	8 - Office Binders		
	Accu-Feed Unit	50258	
	Accu-Feed Unit	50519	
	Accu-Feed Unit	50648	
	Accu-Feed Unit	50315	
	33 - Verizon - Samsung Phones - In Packages		
	1 - Verizon - Samsung Convoy Phone - Out of Service		
	36 - Verizon - Mono Headsets - In Packages		
	23 - Office Binders		
	Diebold PCMA memory Cards 250		
	Voter Card Encoder	102627-102661	
	Voter Card Encoder	102518-102570	
	Voter Card Encoder	102418-102467	
	Voter Card Encoder	102571-102620	

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>11/6/19</i>
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<b>Remarks:</b>	
Auditor records updated by:	Date:

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

County of El Dorado Property Transfer Request			
<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: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
		11/4/19	
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
	Voter Card Encoder	102468-102517	<i>good.</i> ↓
	229 - Accu-Vote Precinct ID Memory Card		
	Accu-Vote Precinct ID Memory Card	100875-101018	
	Accu-Vote Precinct ID Memory Card	101464-104384	
	226 - Voter Card Encoder - untagged		
	2 - Accuvue Printer installation guide		

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	11/6/19
Posted to Intranet	
Board Approval	
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Copy to Auditor	

<u>Remarks:</u> HAVA Equipment	
Auditor records updated by:	Date:

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