

**County of El Dorado  
Property Transfer Request**

<input checked="checked" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 220210		Transfer to index code:	
Department: District Attorney		Department: Surplus	
Approved (Dept Head)	<i>V.M.</i>	Date	<i>6/5/13</i>
Approved (Dept Head)		Date	

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Assigned to Investigator Dillard

First contact person: Robert Cosley

Phone: (530) 621-6472

Second contact person: Michael Franzen

Phone: (530) 621-6472

Cty Tag #	Description	Serial/VIN #	Condition
None	Springfield Armory 1911	NM181599	Good
None	Smith & Wesson M&P 15	14908	Good

<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	

<b>Remarks:</b> Investigator retiring and purchasing his duty weapons.	
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