

COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST		p INTERDEPARTMENT
p SURPLUS		
TRANSFER FROM (INDEX CODE) 411000	TRANSFER TO (INDEX CODE)	
DEPARTMENT: Mental Health Administration		DEPARTMENT:
APPROVED (DEPT HEAD) Don Wass	DATE 8/16/0	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION: (ADDRESS) 344 Placerville Dr. Ste 20, Placerville, CA 95667
Where in Facility? Next to Reception Area
FIRST CONTACT PERSON: Cherry Ingham **PHONE** 621-6296
SECOND CONTACT PERSON Michele Mc Afee **PHONE** 621-6309

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
—	Xerox Copier	691500144	Good.

CENTRAL SERVICES USE ONLY DATE	
POSTED	
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY _____

DATE _____

ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR

WHITE (AUDITOR) YELLOW (TO DEPT.)
 PINK (FROM DEPT) GOLD (CENTRAL SERVICES)