Nº 30 -- 6427

County of El Dorado
Property Transfer Request

☑ **Surplus** ☐ **Inter-Department Transfer**

Transfer from index code: 306200	Transfer to index code:
Department: CDA - Transportation Division	Department:
Approved (Dept Head) Date 8/4/15	Approved (Dept Head) Date

Specific location (address): Somerset Yard, Sandridge Road

Where in facility? NA

First contact person: Kent Taylor Phone: 642-4900

Second contact person: Julianne Melchor Phone: 621-5910

Cty Tag #	Description	Serial/VIN #	Condition
200193	1977 Cat Loader 930, Eq #51-02	41K-7488	Fair

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	8-7-15
Posted to Intranet	N/A
Board Approval	9/15/15 #
Pick-up by Contractor	
Copy to Auditor	

Remarks: Agmt # 135-01611

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