

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS INTERDEPARTMENT POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE) 625 105000	TRANSFER TO (INDEX CODE) TRADE-IN For Purchase
DEPARTMENT: Information Technologies	DEPARTMENT: of New Xerox 4110 EPS
APPROVED (DEPT HEAD) DATE <i>Jacqueline Kelus</i> 4/24/07	APPROVED (DEPT HEAD) DATE <i>Bonnie Rich</i> 4/30/07

SPECIFIC LOCATION (ADDRESS): 360 Fair Lane

Where in Facility? Data Center

FIRST CONTACT PERSON: Becky Stiles PHONE: 5513
 SECOND CONTACT PERSON: Bonnie Rich PHONE: 5940

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
31485	DocuPrint 65 Laser Printer	H6E017328	used
31486	Controller for DP65	FW93850579	used

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	N/A
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR)	YELLOW (TO DEPT)
PINK (FROM DEPT)	GOLD (PURCHASING)