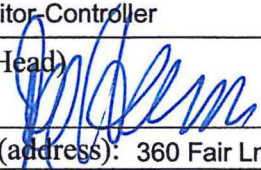
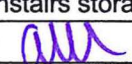


County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: Library		Department:	
Approved (Dept Head) <i>Cynthia Brooks</i>	Date <i>1/24/2020</i>	Approved (Dept Head)	Date
Specific location (address): 345 Fair Lane Placerville CA			
Where in facility? Downstairs hallway near loading dock			
First contact person: Dave Taylor		Phone: 621-5951	
Second contact person: Kelly Jordan		Phone: 621-6609	

Cty Tag #	Description	Serial/VIN #	Condition
None	40 Shelf Magazine Lazy Susan Rack	none	Fair
None	Multishelf Display Table 36"x40"x40 green/white	none	poor
None	Book Shelves 52"x60"x24" green/white	none	poor
None	Book Shelves 52"x60"x24" green/white	none	poor
None	32" CRT TV		poor
None	Rolling Black Cabinet w/ Wood Doors 39"x33"x33"	none	poor
None	Wood Book Cart	none	poor
None	8 Chairs, some rolling, some wood	none	poor
None	Magazine Stand Wood 24"x27"x13"	none	fair
None	Desktop Book Stand Wood 87"x19"x24"	none	poor
None	Projector Screen	none	poor
13100	Metal Table 70"x30"x30"	none	poor
None	ELECTRIC RFID TAG DISPENSERS (QUANTITY 2)	none	new

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>1/22/2020</i>	
Posted to Intranet	<i>2/10/2020</i>	
Board Approval	<i>2/25/2020</i>	
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			
<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: Auditor-Controller		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
		2/4/20	
Specific location (address): 360 Fair Ln Bldg B			
Where in facility? Auditor's downstairs storage (rock room)			
First contact person: Amy Miller 		Phone: (530) 621-5421	
Second contact person: Bob Toscano		Phone: (530) 621-5458	

Cty Tag #	Description	Serial/VIN #	Condition
33820	19" Dell monitor		Good
33605	19" Dell monitor		Good
	19" Dell monitor	CN-0NWXT6-72872-32L-D4UL	Good
	19" Dell monitor	CN-0NWXT6-72872-352-A4JM	Good
	19" Dell monitor	CN-0YGP39-72872-3BC-A57L	Good
33822	19" Dell monitor		Good
33834	19" Dell monitor		Good
33606	19" Dell monitor		Good
	19" Dell monitor	CN-0NWXT6-72872-32L-D97L	Good
	19" Dell monitor	N/A	Good
	19" Dell monitor	CN-0NWXT6-72872-33D-AR6L	Good
	19" Dell monitor	CN-0NWXT6-72872-33D-ATAL	Good
	19" Dell monitor	CN-0NWXT6-72872-33D-ARVL	Good
33256	19" Dell monitor		Good
	19" Dell monitor	CN-0FP182-71618-766-BE63	Good
33823	19" Dell monitor		Good
	19" Dell monitor	CN-0NWXT6-72872-32L-D3PL	Good
	19" Dell monitor	CN-0NWXT6-72872-32L-D4HL	Good
	19" Dell monitor	CN-0T6116-71618-516-ACXQ	Good
	19" Dell monitor	CN-0NWXT6-72872-32L-D4ML	Good
	19" Dell monitor	CN-0NWXT6-72872-32L-D4KL	Good

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	2/7/2020
Posted to Intranet	2/10/2020
Board Approval	2/25/2020*
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:	Transfer to index code:
Department: Auditor-Controller	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>2/4/20</i>	Approved (Dept Head) Date

Specific location (address): 360 Fair Ln Bldg B

Where in facility? Auditor's downstairs storage (rock room)

First contact person: Amy Miller *[Signature]* Phone: (530) 621-5421

Second contact person: Bob Toscano Phone: (530) 621-5458

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Epson LQ570+	1F8E623370	UNKNOWN
N/A	HP Jet Direct 170X router	SG241B1BCA	UNKNOWN
N/A	Brother Intellifax 2840 and extra unopened toner cartridge	U63274G2J177071	UNKNOWN
N/A	Chair - light blue	N/A	BROKEN
N/A	Chair - dark blue	N/A	BROKEN
N/A	Chair - light blue with flowers - no arms	N/A	BROKEN
N/A	Chair - black - high back	N/A	BROKEN
N/A	Chair - mauve	N/A	BROKEN
N/A	19" Dell monitor	CN-0M39MD-7445-221-FR2U	BROKEN
N/A	19" Dell monitor	CN-0T6116-71618-516-ANEW	BROKEN
N/A	19" Dell monitor	CN-0T6116-71618-516-AMPE	BROKEN
N/A	19" Dell monitor	CN-0T6116-71618-516-AKHJ	BROKEN
N/A	17" Dell monitor	CN-0Y4299-71618-54R-ARLQ	GOOD
N/A	17" Dell monitor	CN-0CC280-71618-66C-AA2L	GOOD
N/A	17" Dell monitor	CN-0CC280-71618-66C-AA2C	GOOD
N/A	19" Dell monitor	CN-0G313H-75261-87A-9MPL-A00	GOOD
N/A	19" Dell monitor	CN-0CC299-64180-64J-24US	GOOD
N/A	19" Dell monitor	CN-0CC299-64180-6BT-1C6A	GOOD
N/A	19" Dell monitor	CN-0CJ319-72872-69K-1D2L	GOOD
N/A	19" Dell monitor	CN-0CC299-64180-6BT-1C7A	GOOD
<i>N/A</i>	<i>HP laser jet P1102w</i>	<i>VNB3Q11324</i>	<i>UNKNOWN</i>

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>2/7/2020</i>
Posted to Intranet	<i>2/10/2020</i>
Board Approval	<i>2/25/2020 *</i>
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 **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: HHSA-WIC	Department:
Approved (Dept Head) Date <u>1-23-21</u>	Approved (Dept Head) _____ 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
103844	Computer PC - Dell GX780	25JKRM1	Functional Expired Warranty
103845	Computer PC - Dell GX780	35JKRM1	Functional Expired Warranty
103846	Computer PC - Dell GX780	45JKRM1	Functional Expired Warranty
103847	Computer PC - Dell GX780	55JKRM1	Functional Expired Warranty
103848	Computer PC - Dell GX780	65JKRM1	Functional Expired Warranty
103850	Computer PC - Dell GX780	85JKRM1	Functional Expired Warranty
103851	Computer PC - Dell GX780	95JKRM1	Functional Expired Warranty
103853	Computer PC - Dell GX780	C5JKRM1	Functional Expired Warranty
103854	Computer PC - Dell GX780	D5JKRM1	Functional Expired Warranty
103855	Computer PC - Dell GX780	F5JKRM1	Functional Expired Warranty
103495	Computer, laptop, Dell E500	1HMVCL1	Functional Expired Warranty
103496	Computer, laptop, Dell E500	2HMVCL1	Functional Expired Warranty
103497	Computer, laptop, Dell E500	3HMVCL1	Functional Expired Warranty
103498	Computer, laptop, Dell E500	4HMVCL1	Functional Expired Warranty
103499	Computer, laptop, Dell E500	BGMVCL1	Functional Expired Warranty
103500	Computer, laptop, Dell E500	CGMVCL1	Functional Expired Warranty
103501	Computer, laptop, Dell E500	DGMVCL1	Functional Expired Warranty
103502	Computer, laptop, Dell E500	FGMVCL1	Functional Expired Warranty
103503	Computer, laptop, Dell E500	GGMVCL1	Functional Expired Warranty
103504	Computer, laptop, Dell E500	HGMVCL1	Functional Expired Warranty
103505	Computer, laptop, Dell E500	JGMVCL1	Functional Expired Warranty

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>1/28/2020</u>
Posted to Intranet	<u>2/10/2020</u>
Board Approval	<u>2/25/2020*</u>
Pick-up by Contractor	
Copy to Auditor	

Remarks: <u>KIFA543679</u>
<u>OK to Surplus - Umy 1/15/2020</u>
<u>State Sanitation forms</u>
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: HHSA	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>1-7-20</i>	Approved (Dept Head) Date

Specific location (address): 3057 Briw Rd

Where in facility? to be moved to 935 Spring Street PHF basement

First contact person: Jill Rubin Phone: (530) 642-7303

Second contact person: Amy Higdon Phone: (530) 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
106704	Dell Venue 11	G7CVR02	Broken Not Functional
29670	CP7311 XGA PROJECTOR	G1A000205	Broken Not Functional
103532	Dell Latitude E6510	6DVCRM1	Broken Not Functional
103980	HP61ot Desktop monitor with card reader	2MD1130VML	Functional Expired Warranty

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>1/14/2020</i>
Posted to Intranet	<i>2/10/2020</i>
Board Approval	<i>2/25/2020*</i>
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u> JC1G146634
<i>OK to surplus - [Signature]</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
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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-VA	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date <i>1-23-20</i>	Date

Specific location (address): 130 Placerville Drive

Where in facility? Veteran Services Office

First contact person: Jill Rubin

Phone: 642-7303

Second contact person: Patricia Morello or Taylor Gautschi

Phone: 621-5956

Cty Tag #	Description/Comments	Serial/VIN #	Condition
106613	FARGO ID Card Printer HDP5000		Functional Expired Warranty

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>1/27/2020</i>
Posted to Intranet	<i>2/10/2020</i>
Board Approval	<i>2/25/2020*</i>
Pick-up by Contractor	
Copy to Auditor	

Remarks: Trade-In Rebate (\$300) for upgrade request (in process)
Advantidge Quote 47075 12/17/19
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 **Trade-In** **Inter-Department Transfer**

Transfer from index code: <u>2200000</u>		Transfer to index code:	
Department: DA		Department:	
Approved (Dept Head) <u>VRL</u>	Date	Approved (Dept Head)	Date

Specific location (address): 778 Pacific Street

Where in facility? Intern Room

First contact person: Emily Idleman Phone: (530) 621-4058

Second contact person: Shawn Eastman Phone: (530) 621-3867

Cty Tag #	Description	Serial/VIN #	Condition
35989	HP Laser Jet 4240	N/A	Poor
33257	HP Scan Jet 8290	N/A	Good
N/A	Fujitsu fi-1110	010388	Poor
N/A	Fujitsu fi-1110	019224	Poor
104672	Dell Optiplex 780	80S4HS1	Poor
104019	Dell optiplex 780	FWF5FQ1	Poor
104688	Dell optiplex 780	80K2HS1	Bad
101868	Dell optiplex 780	8MX2QF1	Bad
104026	Dell optiplex 780	FWB5FQ1	Poor
104665	Dell Optiplex 780	80TXHS1	Poor
104010	Dell optiplex 780	FWL4FQ1	Poor
N/A	wheeled cart - no top	N/A	Poor
N/A	wheeled basket - no top	N/A	Poor
104004	Dell optiplex 780	FWF4FQ1	Poor
104028	Dell optiplex 780	FW85FQ1	Poor
104031	Dell optiplex 780	FW57FQ1	Poor
104108	Dell Optiplex 780	5L4BQ1	Poor
N/A	Metal Green chair	NA	OK

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>2/3/2020</u>
Posted to Intranet	<u>2/10/2020</u>
Board Approval	<u>2/25/2020*</u>
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

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

ORIGINAL

Nº -- 5235

County of El Dorado Property Transfer Request			
<input checked="checked" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer
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

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>1/9/2020</i>
Posted to Intranet	<i>2/10/2020</i>
Board Approval	<i>2/25/2020*</i>
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

Inter-Department Transfer

Transfer from index code: 1040000	Transfer to index code:
Department: IT	Department:
Approved (Dept Head) <i>[Signature]</i> 1/16/20 Date	Approved (Dept Head) Date

Specific location (address): 360 Fair Lane

Where in facility? Back hall shelf

First contact person: Lenny Voet

Phone: (530) 621-5310

Second contact person: Josie Gonzalez

Phone: (530) 621-7663

Date:

Cty Tag #	Description/Comments	Serial/VIN #	Condition
32149	DELL INSPIRON 8500 S/N JLBMM21	JLBMM21	Broken Not Functional
NA	Old modems	NA	Broken Not Functional

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	1/22/2020
Posted to Intranet	2/10/2020
Board Approval	2/25/2020*
Pick-up by Contractor	
Copy to Auditor	

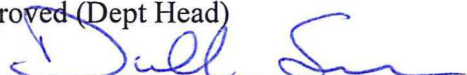
Remarks:

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: HHSA	Department:
Approved (Dept Head)  Date 1-15-20	Approved (Dept Head) _____ Date _____

Specific location (address): Fleet-Headington
 Where in facility? Front parking lot
 First contact person: Jill Rubin Phone: 624-7303
 Second contact person: Regina Brown Phone: 621-4906

Cty Tag #	Description/Comments	Serial/VIN #	Condition
32569	Dog box	none	Broken Not Functional
	from vehicle 14-436 replaced in 2017		

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	1/20/2020	
Posted to Intranet	2/10/2020	
Board Approval	2/25/2020*	
Pick-up by Contractor		
Copy to Auditor		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 **Trade-In** **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: Probation	Department:
Approved (Dept Head) Date 2/7/20 <i>Fon: BRIAN REINHART</i>	Approved (Dept Head) _____ Date _____

Specific location (address): Juvenile Treatment Center 1041 Al Tahoe Blvd, SLT, CA 96150

Where in facility? DCPO Office

First contact person: Laura DeHaan (Surplus contact) Phone: (530) 621-6093

Second contact person: Kelly Taylor (JTC Contact) Phone: (530) 573-7978

Cty Tag #	Description	Serial/VIN #	Condition
	(4) Black "guest" chairs with wheels	N/A	Good
	(1) round table 41" [brown]	N/A	Good
	(2) 4 drawer lateral file cabinets [grey color] 48" X 42"	N/A	Good
	(1) tall locking cabinet [light gray] 6' X 36"	N/A	Good
	(1) 2 drawer lat. file cabinet w/ attached hutch gray 5' x 36"	N/A	Good
	(1) 4 drawer file cabinet [gray]	N/A	Good
	(1) 3 drawer pedestal [gray] - Broken middle drawer	N/A	Broken
	(1) white board 48" x 36"	N/A	Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>2/10/2020</i>
Posted to Intranet	<i>2/10/2020</i>
Board Approval	<i>2/25/2020 #</i>
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:	Transfer to index code:
Department: Probation	Department:
Approved (Dept Head) <i>For: Brian Richter</i>	Approved (Dept Head)
Date <i>2/7/20</i>	Date

Specific location (address): SLT Probation Field Office - 1360 Johnson Blvd, Suite 102, SLT, CA 96150

Where in facility? Interview room and staff office

First contact person: Laura DeHaan (Surplus Contact) Phone: (530) 621-6093

Second contact person: Dianne Holly (SLT contact) Phone: (530) 573-3085

Cty Tag #	Description	Serial/VIN #	Condition
	(1) Wodden Desk 28.5" H x 5' W, 30" D (2 drawers on each side)	N/A	Good
	(1) square table 42" [off white]	N/A	Fair
	(8) guest chairs green fabric (H 43",seat 20"x20)	N/A	Old
	(2) 2 drawer file cabinets [light gray]	N/A	Good
	(2) 4 drawer file cabinets [light gray]	N/A	Good
	(2) 2 tack boards 2' x 3'	N/A	Good
	(2) desks 6' X 2' [brown/gray]	N/A	Good
	(1) 5 drawer file cabinet [light gray]	N/A	Good
	(1) Typewriter Brother EM530 Electric		Old
	(1) Folding Chair (Light Gray)	N/A	Excellent

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>2/10/2020</i>
Posted to Intranet	<i>2/10/2020</i>
Board Approval	<i>2/25/2020*</i>
Pick-up by Contractor	
Copy to Auditor	

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



Brian Richart <brian.richart@edcgov.us>

Signature Authority

Brian Richart <brian.richart@edcgov.us>

Mon, Jan 27, 2020 at 8:53 AM

Draft To: Donald Ashton <don.ashton@edcgov.us>, Joe Harn <joe.harn@edcgov.us>, Tameka Usher

<tameka.usher@edcgov.us>

Cc: Andrew Craven <andrew.craven@edcgov.us>, Karla Kowalski <karla.kowalski@edcgov.us>, Gary Romanko <gary.romanko@edcgov.us>, Jackie Walker <jackie.walker@edcgov.us>, Nita Wracker <nita.wracker@edcgov.us>, Nikki Moeszinger <nikki.moeszinger@edcgov.us>, Kaci Smith <kaci.smith@edcgov.us>, Paul Lewis <paul.lewis@edcgov.us>, PB-Fiscal-m <PB-Fiscal-m@edcgov.us>

I will be out of the office from Tuesday, January 28th through Thursday, January 30th and from Monday, February 3rd to Friday, February 7th. In my absence, Deputy Chief Andrew Craven will be charged with my signing authority on all documents.

If for any reason you have issues related to:

Adult Matters - Deputy Chief Gary Romanko @ gary.romanko@edcgov.us

Juvenile Matters - Deputy Chief Karla Kowalski @ karla.kowalski@edcgov.us

Institutional Matters - Superintendent Kaci Smith @ kaci.smith@edcgov.us

Financial and Support Matters - CFO Nita Wracker @ nita.wracker@edcgov.us

For confidential or Emergent matters requiring my attention I can be reached primarily by cell phone/text and will be checking email intermittently.

You may also contact Jennifer Delgado at 6510.

--
Brian Richart
Chief Probation Officer
County of El Dorado



"Safe Communities Through Changed Lives"