

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 242221

Transfer to index code:

Department: Sheriff's Office

Department:

Approved (Dept Head) Date

*Jan D. A.* 6/2/16

Approved (Dept Head) Date

Specific location (address): 1360 Johnson Blvd. South Lake Tahoe, CA 96150

Where in facility? Weightroom

First contact person: Jon DeVille

Phone: (530) 621-5691

Second contact person: Kelley Golden

Phone: (530) 621-5657

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Lat Pull Down Machine	N/A	Good
N/A	Gym Bench	N/A	Poor
N/A	Steel Weight Trees	N/A	Good
N/A	Large Punching Bag	N/A	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> These items were originally donated by the Deputy Sheriff's Association. They are being returned back to the Deputy Sheriff's Association as a trade in for brand new equipment.	
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