

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 231000

Transfer to index code:

Department: 23

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

Specific location (address): 630 Main Street

Where in facility? Misc (see Serial/Vin#)

First contact person: Eideann Newport

Phone: (530) 621-6744

Second contact person: Hillary Crawford

Phone: (530) 621-6741

Cty Tag #	Description	Serial/VIN #	Condition
	Credenza brown 4 drawer	Downstairs reception area	
	Small Television	Downstairs reception area	
	Extend-able table brown	Downstairs reception area	
	Roll table brown	Downstairs reception area	
	3 U Shaped three-piece desks	Downstairs reception area	
	Triangle table light wood	Downstairs reception area	
	Roll desk brown	Downstairs reception area	
	Small beige file cabinet	Downstairs reception area	
	Small desk drawers beige	Downstairs reception area	
	Desk 5 drawer brown	Pappas Office	
	Bookcase 5 shelf brown	Pappas Office	
	Broken gray chair	Pappas Office	
	Fellows Shredder small	Downstairs reception area	
101846	Printer	Next to back door	
	Credenza 6 drawer	Jones Office	
	L-shaped desk 5 drawer	Jones Office	
	Bookcase 2 shelf	Jones Office	
	Desk 5 drawer	Lopes Office	
	Bookcase 6 shelf	Dittmann Office	
	Desk 7 drawer	Dittmann Office	
	Bookcase 5 shelf	Dittmann Office	

<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	

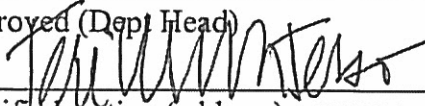
<u>Remarks:</u>
Auditor records updated by: _____ Date: _____

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  
16-1074 B 1 of 6

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 231000	Transfer to index code:
Department: 23	Department:
Approved (Dept Head)  Date 10/14/16	Approved (Dept Head) _____ Date _____

Specific location (address): 630 Main Street

Where in facility? Misc (see Serial/Vin#)

First contact person: Eideann Newport Phone: (530) 621-6744

Second contact person: Hillary Crawford Phone: (530) 621-6741

Cty Tag #	Description	Serial/VIN #	Condition
	Chair green & black	Alcove across from Dittmann Office	
	Chair green & black	Alcove across from Dittmann Office	
	Desk no drawers	Alcove across from Dittmann Office	
	Bookcase 7 shelf	Next to back door	
	Bookcase 7 shelf	Next to back door	
	Chair wood	Back entrance area	
	Chair white cloth	Back entrance area	
	Desk no drawer brown	Back entrance area	
	Bookcase 5 shelf	Alcove between Gellman/Johnson	
	File cabinet 4 drawer	Stone office	
	Bookcase 5 shelf	Stone office	
	Desk 4 drawer	Stone office	
	Desk	Johnson Office	
	Case	Johnson Office	
	Desk 2 drawer	Conference room	
	Desk 5 drawer	Conference room	
	Bookcase long 6 shelf	Conference room	
	Conference table	Conference room	
	Credenza 4 drawer	Monterosso office	
	Chair brown cloth	Safranski office	
	Chair brown corduroy	Safranski office	

<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>	
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  
 16-1074 B 2 of 6

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 231000	Transfer to index code:
Department: 23	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date 10/14/16	Date

Specific location (address): 630 Main Street

Where in facility? Misc (see Serial/Vin#)

First contact person: Eideann Newport

Phone: (530) 621-6744

Second contact person: Hillary Crawford

Phone: (530) 621-6741

Cty Tag #	Description	Serial/VIN #	Condition
	Bookcase 3 shelf	Safranski office	
3781	Desk 8 drawer	Safranski office	
	Grey Metal Bookcase	Next to Safranski office	
22161	Credenza 4 drawer	Safranski office	
12106	Filing cabinet mustard 5 drawer	Back entrance area	
	2 shelf bookcase	Conference Room	
	Green Cloth Chair	Conference Room	
	red cloth chair	Conference Room	
	Bookcase 5 shelf	Ski Office	
	Rolling table/cart	Waddell office	
	Bookcase long 3 shelf	Waddell office	
	Black Cloth Chair	Dittmann Office	
	Small metal file organizers	Downstairs Reception Area	
	Round Table	Kitchen	
	Table rectangle	Kitchen	
	Brother Fax 2820	Downstairs Reception Area	
01687	HP LaserJet Printer P2015	Downstairs Reception Area	old/poor
	TV	Client Clothes Closet	old/poor
	6 keyboards	Downstairs Reception Area	
	Plantronics wireless phone	Downstairs Reception Area	
	2 Metal Filing Cabinets	Downstairs Reception Area	

<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	

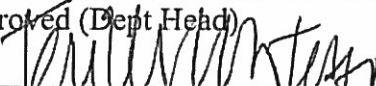
<b>Remarks:</b>
Auditor records updated by: _____ Date: _____

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  
16-1074 B 3 of 6

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 231000	Transfer to index code:
Department: 23	Department:
Approved (Dept Head)  Date 10/14/16	Approved (Dept Head) _____ Date _____

Specific location (address): 630 Main Street

Where in facility? Misc (see Serial/Vin#)

First contact person: Eideann Newport Phone: (530) 621-6744

Second contact person: Hillary Crawford Phone: (530) 621-6741

Cty Tag #	Description	Serial/VIN #	Condition
None	1 Stapler: Stanley Electric Bostitch	Utility Room	good
None	1 12" TV, Curtis Mathis	Utility Room	old
None	Printer: Epson, 24 Pin Dot Matrix with books, cords and CD	Utility Room	old
28462	Printer: HP Laser Jet with print cartridge	Utility Room	old
None	2 Printers: HP Photosmart D7360 with cord	Utility Room	old
None	Ink: HP #02 Photosmart, 4 Cyan	Utility Room	unopened
None	Ink: HP #02 Photosmart, 6 Lt Cyan	Utility Room	unopened
None	Ink: HP #02 Photosmart, 1 Magenta	Utility Room	unopened
None	Ink: HP #02 Photosmart, 7 Lt Magenta	Utility Room	unopened
None	Ink: HP #02 Photosmart, 4 Yellow	Utility Room	unopened
None	Ink: HP #02 Photosmart, 4 Black	Utility Room	unopened
None	Ink: HP #45 Inkjet Print Cartridge	Utility Room	unopened
None	Toner: 4 Mita DC 2055/2254 and 2285, 220g	Utility Room	unopened
None	Developer: 4 Mita, 550g	Utility Room	unopened
None	Computer Monitor: 14" Flat screen	Utility Room	old
21956	Computer Monitor IBM	Utility Room	old
None	2 Dell Monitor 18" Flat screen	Utility Room	broken
101891	Computer Tower: Dell XP Windows Professional, with cords	Utility Room	old
101890	Computer Tower: Dell Optiplex 755	Utility Room	old
101786	Computer Tower Dell	Utility Room	old
29650	Computer Tower: Dell	Utility Room	old

<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>	
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  
 16-1074 B 4 of 6

**County of El Dorado  
Property Transfer Request**

**Surplus**  **Inter-Department Transfer**

Transfer from index code: 231000	Transfer to index code:
Department: 23	Department:
Approved (Dept Head)  Date <u>10/14/16</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 630 Main Street

Where in facility? Misc (see Serial/Vin#)

First contact person: Eideann Newport Phone: (530) 621-6744

Second contact person: Hillary Crawford Phone: (530) 621-6741

Cty Tag #	Description	Serial/VIN #	Condition
None	2 Small Trash Cans	Utility Room	Poor/old
None	metal desk drawer	Utility Room	Poor/old
None	Metal unit 3 shelf	Utility Room	Poor/old
None	surface mount fixture	Utility Room	Poor/old
21889	IBM Typewriter	Utility Room	Poor/old
None	Wooden chair - no arms	Utility Room	Poor/old
None	Desk chair: mauve upholstered, no arms	Utility Room	Poor/old
None	Desk chair: brown upholstered,	Utility Room	broken
23548	Chair: black upholstered	Utility Room	Poor/old
None	Shelf: metal with doors, floor to ceiling	Utility Room	Poor/old
None	1 extension cord 1 DVI cable	Utility Room	
None	Innovera 345 black ink cartridge	Utility Room	

<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	

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



**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 231000

Transfer to index code:

Department: 23

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

Specific location (address): 630 Main Street

Where in facility? Misc (see Serial/Vin#)

First contact person: Eideann Newport

Phone: (530) 621-6744

Second contact person: Hillary Crawford

Phone: (530) 621-6741

Cty Tag #	Description	Serial/VIN #	Condition
None	Dell EPort Plus	Utility Room	?
None	Box of Ink HP LaserJet 27x	Utility Room	unopened
None	Keyboard/Mouse: Dell	Utility Room	poor/old
None	Keyboard: Dell	Utility Room	newer
None	Mouse: Cordless	Utility Room	poor/old
None	2 Cordless mouse receivers	Utility Room	poor/old
None	1 Dell AC Power Cord/Adapter	Utility Room	poor/old
None	1 Dell ACDC Power Cord/Adapter	Utility Room	poor/old
None	4 HP Power Cord/Adaptor	Utility Room	poor/old
None	1 AC Adapter, Class 2 Transformer	Utility Room	poor/old
None	1 Directed Electronic Adaptor	Utility Room	poor/old
None	2 Random cords	Utility Room	poor/old
32360	Laptop Dell latitude D600	Utility Room	old
None	2 Laptop Case	Utility Room	good
None	Smith Corona Typewriter	Utility Room	non-op
None	Brother Typewriter ML100	Utility Room	poor/old
None	ACS43 Speaker set	Utility Room	poor/old
None	SecureShred trashcan shredder	Utility Room	?
None	6 Metal vertical file holder	Utility Room	poor/old
None	4 Plastic file holders	Utility Room	poor/old
None	2 Large trash cans	Utility Room	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	

<u>Remarks:</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  
 16-1074 B 6 of 6