

**County of El Dorado
Property Transfer Request**

Surplus

 Trade-In

 Inter-Department Transfer

Transfer from ORG code: 231000	Transfer to ORG code:
Department: Public Defender	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>10/8/20</i>	Approved (Dept Head) Date

Specific location (address): 3976 Durock Road, Suite 104

Where in facility? Back Office

First contact person: Brenda Bailey Phone: 621-6745

Second contact person: Shannon Duke Phone: 621-6441

Cty Tag #	Description	Serial/VIN #	Condition
Green Tag	Black Leather Office/Desk Chair	none	Fair
No Tag	Black Leather Office/Desk Chair	none	Fair
No Tag	Office Guest Chair. Padded Turquoise	none	Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>10/12/20</i>
Posted to Intranet	<i>10/21/20</i>
Board Approval	
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			
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer	
Transfer from ORG Code: 100000		Transfer to ORG Code:	
Department: IT		Department:	
Approved (Dept Head) 	Date 10/8/2020	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane, Placerville, CA			
Where in facility? IT surplus area			
First contact person: Josie Gonzalez		Phone: (530) 621-7663	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
31924	Schnieder Electric APC		inop

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	10/12/20	
Posted to Intranet	10/21/20	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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

