



<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 345000		Transfer to index code:	
Department: Community Development Agency		Department:	
Approved (Dept Head) <i>Kimberly A Ken</i>	Date <i>9/5/13</i>	Approved (Dept Head)	Date
Specific location (address): Building C, 2850 Fairlane Ct., Placerville			
Where in facility? Basement			
First contact person: Julianne Melchor		Phone: 621-5910	
Second contact person: Angelo Troquato (x5919) or Larry Kinnings (x5369)		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
26315	HP DesignJet 750 wide-format printer with accessories	SESA6207487	Fair
None	3.5 ' Harper's panel with glass		Good
None	Two side chairs, metal with vinyl upholstery		Good
None	<del>Safe</del>		Good
None	Bell & Howell microfiche base unit		Poor
None	Flip chart holders - missing legs or else are wall-mounted		Poor
None	Two file drawer frames for holding hanging file folders		New
None	Workstation drawer unit - unknown manufacturer		Fair
None	Various Harpers workstation parts		Fair
None	One wooden bookshelf		Good
None	One metal bookshelf		Good
None	Two vertical file cabinets, one 4-drawer, one five-drawer		Fair
None	One Hon 4-drawer lateral file cabinet		Good
None	One wood desk, 6'x2.5'		Good
None	One drafting/layout table		Fair
None	One credenza 3.5'x2, w/2 file/file units and one 4-drawer unit		Good
None	One wire display rack		Good
None	Two doors, one with hardware and window opening		Good
None	Keyboard trays and mounting hardware		Fair
None	<i>3 three-drawer lateral file cabinets</i>		<i>Good</i>

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>9/5/13</i>
Posted to Intranet	<i>9/9/13</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> <i>Safe to Parks</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  
When processing is complete, form will be separated and distributed as follows: White-Auditor, Yellow-To Dept., Pink-From Dept., Gold-Purchasing











