

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE) <p align="center" style="font-size: 1.2em;"><i>102210</i></p>	TRANSFER TO (INDEX CODE) <p align="center" style="font-size: 1.2em;">—</p>
DEPARTMENT: <p align="center" style="font-size: 1.2em;"><i>I.T.</i></p>	DEPARTMENT: <p align="center" style="font-size: 1.2em;"><i>Surplus</i></p>
APPROVED (DEPT HEAD) DATE <p align="center" style="font-size: 1.2em;"><i>Jacqueline Nilus</i></p>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): *360 Fair Lane, Pleasantville*

Where in Facility? *Data Center*

FIRST CONTACT PERSON: *Heather Pence* PHONE: *5854*

SECOND CONTACT PERSON: *Steve Featherston* PHONE: *5557*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>29786</i>	<i>Storage Tek 9740 Tape Library</i>	<i>265000003778</i>	<i>Fair (EOL)</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY: _____
DATE: _____
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.
<div style="display: flex; justify-content: space-between;"> WHITE (AUDITOR) YELLOW (TO DEPT) </div> <div style="display: flex; justify-content: space-between;"> PINK (FROM DEPT) GOLD (PURCHASING) </div>