

**COUNTY OF EL DORADO PROPERTY
TRANSFER REQUEST**

p SURPLUS

p INTERDEPARTMENT

TRANSFER FROM (INDEX CODE) <u>411000</u>		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <u>Mental Health So Lake Tahoe</u>		DEPARTMENT:	
APPROVED (DEPT HEAD) <u>Ben Wain</u>	DATE <u>8/16/00</u>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION: (ADDRESS) 981 Silver Dollar Ste 2 So Lake Tahoe

Where in Facility? Copier Room

FIRST CONTACT PERSON: Cherry Ingham

PHONE 621-6296

SECOND CONTACT PERSON Michelle McAfee

PHONE 621-6309

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
33889	Xerox Copier	KM 9044271	Good

**CENTRAL SERVICES USE ONLY
DATE**

POSTED	
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY _____

DATE _____

**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF
PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**

WHITE (AUDITOR)

YELLOW (TO DEPT.)

PINK (FROM DEPT)

GOLD (CENTRAL SERVICES)