

**County of El Dorado  
Property Transfer Request**

**Surplus**
                         
  **Trade-In**
                         
  **Inter-Department Transfer**

Transfer from ORG code:	Transfer to ORG code:
Department: BOS	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date <i>2/24/2021</i>	Date

Specific location (address): 330 Fair Lane Building A

Where in facility? Main Lobby

First contact person: Kim Dawson Phone: (530) 621-5393

Second contact person: Tabettha Smith Phone: (530) 621-5592

Cty Tag #	Description	Serial/VIN #	Condition
	Orange and Yellow Lobby Chairs - 33 total		Old
	Small Square tables - 5 tables total		Old
	<i>8 cloth chairs</i>		<i>old</i>
	<i>2 wood / leather chairs</i>		<i>old</i>

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>3/1/21</i>
Posted to Intranet	<i>3/8/21</i>
Board Approval	<i>4/6/21 #</i>
Pick-up by Contractor	
Copy to Auditor	

**Remarks:**

Hoping to have removed on around March 9, 2021

Auditor records updated by: *[Signature]* Date: *[Date]*

**County of El Dorado  
Property Transfer Request** **Surplus** **Trade-In** **Inter-Department Transfer**

Transfer from ORG Code: 0900000

Transfer to ORG Code:

Department: Risk

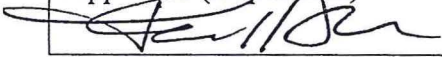
Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date



2/23/21

Specific location (address): 330 Fair Lane, Lower Level, Risk Offices

Where in facility? Inside the Risk Office doorway

First contact person: Leon Esquenazi

Phone: (530) 621-6553

Second contact person: Joseph Carruesco

Phone: (530) 621-5617

Cty Tag #	Description	Serial/VIN #	Condition
	round table (beige top)		Good
	round table (wood top)		Good
	rectangular table (wood top)		Good
	Qty 3 - office task chairs (padded)		Good
	Qty 2 - office guest chairs (not padded)		Good
	entry table		Good
	desk piece with 3 drawers		Good
	large whiteboard		Good

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	2/24/21
Posted to Intranet	
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 &amp; CONTRACTS

# ORIGINAL

N<sup>o</sup> 63 -- 6175

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>
Transfer from index code:		Transfer to index code:	
Department: Library		Department:	
Approved (Dept Head) <i>Quely Bush</i>	Date <i>2/19/21</i>	Approved (Dept Head) <i>E</i>	Date
Specific location (address): Library 345 Fair Lane Placerville CA 95667			
Where in facility? Parking Lot			
First contact person: Dave Taylor		Phone: 621-5951	
Second contact person: Kelly Jordan		Phone: 621-6609	

Cty Tag #	Description	Serial/VIN #	Condition
30876	2001 FORD ELF BOOKMOBILE MODEL 128	1FDXE45S71HB36903	BAD

Routing of PTR Form	N/A or Date	Remarks:	
Sent to Auditor/Purchasing	<i>2/19/21</i>		
Posted to Intranet			
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



# ORIGINAL

N<sup>o</sup> -- 6925

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG Code: 040000		Transfer to ORG Code:	
Department: Treasurer-Tax Collector		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date 3/11/21	Approved (Dept Head)	Date

Specific location (address): 360 Fair Lane, Placerville, Ca 95667

Where in facility? Lower Level storage room

First contact person: Jessica Book

Phone: 621-5813

Second contact person: David Contreras

Phone: 621-5827

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Office desk with extension added manually		fair
N/A	Office side table		good

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing	3/12/21	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

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

# ORIGINAL

N<sup>o</sup> IT -- 020121

## County of El Dorado Property Transfer Request

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

Transfer from index code:

Transfer to index code:

Department: HHSA

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

Specific location (address): 3057 Briw Rd Ste A

Where in facility? Room 16 or Patio

First contact person: Grant Webber

Phone: 642-7222

Second contact person: Amy Higdon

Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
NO TAG	DELL 1909W MONITORS	(3 TOTAL)	Functional Expired Warranty
NO TAG	MONITOR STANDS	(3 TOTAL)	Functional
106582	Dell Optiplex 9020	DMKML02	Functional Expired Warranty
107372	Dell Latitude 14	HPZ0P32	Functional Expired Warranty
105607	Dell Optiplex 7010	H3TNRW1	Functional Expired Warranty
108678	Dell Latitude E5470	2BR3RF2	Broken
105733	Dell Latitude E6330	FJJDJXW1	Functional Expired Warranty
105745	Dell Latitude E6330	1KJDXW1	Functional Expired Warranty
105353	Dell Optiplex 7010	4W19YV1	Functional Expired Warranty
105746	Dell Latitude E6330	G3GDXW1	Functional Expired Warranty
107370	Dell Latitude 14	5RZ0P32	Functional Expired Warranty
105610	Dell Optiplex 7010	H3TJRW1	Functional Expired Warranty
105357	Dell Optiplex 7010	4W09YV1	Functional Expired Warranty
105361	Dell Optiplex 7010	4VZ9YV1	Functional Expired Warranty
105612	Dell Optiplex 7010	H2RPRW1	Functional Expired Warranty
107323	Dell Optiplex 3020	JJ19942	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	2/24/21	L24F5143A7
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		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



**ORIGINAL**

N<sup>o</sup> \_\_\_\_ -- 6164

<b>County of El Dorado Property Transfer Request</b>			
<input checked="checked" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 231000		Transfer to ORG code:	
Department: Public Defender		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date <i>2/12/21</i>	Approved (Dept Head)	Date
Specific location (address): IT - 360 Fair Lane			
Where in facility? IT Surplus Hall			
First contact person: Lenny Voet		Phone: 621-5310	
Second contact person: Brenda Bailey		Phone: 621-6745	

Cty Tag #	Description	Serial/VIN #	Condition
108756	HP MT 43 mobile thin client	5CG71516ZH	non operational
109528	HP MT 44 mobile thin client	5CG8495ZHH	non operational

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>2/17/21</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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

**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from ORG Code: 0900000	Transfer to ORG Code:
Department: Risk	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date <i>2/25/21</i>	Date

Specific location (address): 330 Fair Lane, Lower Level, Risk Offices

Where in facility? Inside the Risk Office doorway

First contact person: Leon Esquenazi                      Phone: (530) 621-6553

Second contact person: Joseph Carruesco                      Phone: (530) 621-5617

Cty Tag #	Description	Serial/VIN #	Condition
n/a	Microwave (black) *broken handle*		Poor

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>     Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	<i>3/1/21</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		

<b>County of El Dorado Property Transfer Request</b>	
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>
<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 231000	Transfer to ORG code:
Department: Public Defender	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>3/4/21</i>	Approved (Dept Head) _____ Date _____
Specific location (address): IT - 360 Fair Lane, Placerville	
Where in facility? IT Lab	
First contact person: Neil Knoblock	Phone: 621-7620
Second contact person: Lenny Voet	Phone: 621-5310

Cty Tag #	Description	Serial/VIN #	Condition
108753	HP MT43 Mobile Thin Client	5CG715170D	Fair
108754	HP MT43 Mobile Thin Client	5CG71516YW	Fair
108755	HP MT 43 Mobile Thin Client	5CG71516YN	Fair
108757	HP MT 43 Mobile Thin Client	5CG71516ZL	Fair
108758	HP MT 43 Mobile Thin Client	5CG715279W	Fair
108759	HP MT 43 Mobile Thin Client	5CG71527BP	Fair
108760	HP MT 43 Mobile Thin Client	5CG71527LM	Fair
108761	HP MT 43 Mobile Thin Client	5CG7152799	Fair
108762	HP MT 43 Mobile Thin Client	5CG7151703	Fair
108763	HP MT 43 Mobile Thin Client	5CG71516XF	Fair
108766	HP MT 43 Mobile Thin Client	5CG71516XV	Fair
108767	HP MT 43 Mobile Thin Client	5CG71516Y5	Fair
108768	HP MT 43 Mobile Thin Client	5CG71527BC	Fair
109117	HP MT 43 Mobile Thin Client	5CG7315187	Fair
109527	HP MT 44 Mobile Thin Client	5CG8495ZC4	Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>3/8/21</i>
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Board Approval	
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<b>Remarks:</b>	
Auditor records updated by:	Date:

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



**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 5110100		Transfer to index code: 1040000	
Department: HHSA		Department: IT	
Approved (Dept Head) 	Date 3-4-21	Approved (Dept Head) 	Date 2/24/21
Specific location (address): 3057 Briw Rd. Ste. A			
Where in facility? Room 16			
First contact person: Grant Webber		Phone: 642-7222	
Second contact person: Amy Higdon		Phone: 642-4836	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
107635	Dell Optiplex 3020	BZDKD42	Functional Expired Warranty
108168	Dell Optiplex 3020	3H5T382	Functional Expired Warranty
108171	Dell Optiplex 3020	3H4R382	Functional Expired Warranty
108161	Dell Optiplex 3020	3H6Q382	Functional Expired Warranty
107615	Dell Optiplex 3020	BZDQD42	Functional Expired Warranty
108167	Dell Optiplex 3020	3H3S382	Functional Expired Warranty
107499	Dell Optiplex 3020	5PX9C42	Functional Expired Warranty
107675	Dell Optiplex 3020	DBB1F42	Functional Expired Warranty
108273	Dell Optiplex 3020	B67WDB2	Functional Expired Warranty
108279	Dell Optiplex 3020	B69XDB2	Functional Expired Warranty
108280	Dell Optiplex 3020	B69VDB2	Functional Expired Warranty
108282	Dell Optiplex 3020	B67YDB2	Functional Expired Warranty
108277	Dell Optiplex 3020	B690FB2	Functional Expired Warranty
108284	Dell Optiplex 3020	B68VDB2	Functional Expired Warranty
108272	Dell Optiplex 3020	B68WDB2	Functional Expired Warranty
108276	Dell Optiplex 3020	B69WDB2	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Board Approval	
Pick-up by Contractor	
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<u>Remarks:</u>	
Auditor records updated by:	Date:


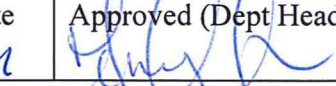
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**County of El Dorado  
Property Transfer Request**

Surplus  Inter-Department Transfer

Transfer from index code: 5430300 Transfer to index code: 1040000

Department: HHSA Department: IT

Approved (Dept Head)	Date	Approved (Dept Head)	Date
	3-4-21		2/24/21

Specific location (address): 3057 Briw Rd. Ste. A

Where in facility? Room 16

First contact person: Grant Webber Phone: 642-7222

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
108226	Dell Optiplex 3020	52YV482	Functional Expired Warranty
108227	Dell Optiplex 3020	52YS482	Functional Expired Warranty
108224	Dell Optiplex 3020	52YW482	Functional Expired Warranty
108228	Dell Optiplex 3020	52YZ482	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	3/8/21	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: <span style="float: right;">Date: _____</span>

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**County of El Dorado  
Property Transfer Request**

Surplus  Inter-Department Transfer

Transfer from index code: 5310100 Transfer to index code: 1040000

Department: HHSA Department: IT

Approved (Dept Head) Date Approved (Dept Head) Date  
*[Signature]* 3-4-21 *[Signature]* 2/24/21

Specific location (address): 3057 Briw Rd. Ste. A

Where in facility? Room 16

First contact person: Grant Webber Phone: 642-7222

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
108297	Dell Optiplex 3020	2ZP6FB2	Functional Expired Warranty
108298	Dell Optiplex 3020	2ZN4FB2	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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<u>Remarks:</u>
Auditor records updated by: <span style="float: right;">Date:</span>

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**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 5610100

Transfer to index code: 1040000

Department: HHSA

Department: IT

Approved (Dept Head)

Date

*3-4-21*

Approved (Dept Head)

Date

*2/24/21*

Specific location (address): 3057 Briw Rd. Ste. A

Where in facility? Room 16

First contact person: Grant Webber

Phone: 642-7222

Second contact person: Amy Higdon

Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
107311	Dell Optiplex 3020	JJ1C942	Functional Expired Warranty

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

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**County of El Dorado  
Property Transfer Request**

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

Transfer from index code:	Transfer to index code:
Department: HHSA	Department:
Approved (Dept Head)  Date <u>3-4-21</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 3057 Briw Rd. Ste. A

Where in facility? Room 16 or Patio

First contact person: Grant Webber Phone: 642-7222

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
103506	Dell Latitude E6510	2C96RM1	Functional Expired Warranty
105027	HP Compaq 8200 Elite	MXL21410CC	Functional Expired Warranty
106613	ID Card Printer	89640	Functional Expired Warranty
105620	Dell Optiplex 7010	H2TKRW1	Functional Expired Warranty
104778	Dell Optiplex 790	CYWQKS1	Functional Expired Warranty
104859	Dell Optiplex 790	9H69MS1	Functional Expired Warranty
106979	Dell Latitude 14 5000	BQG0N12	Functional Expired Warranty
105346	Dell Optiplex 7010	3JZTYV1	Functional Expired Warranty
105829	Dell Optiplex 7010	71HMDX1	Functional Expired Warranty
105369	Dell Latitude E6530	C7GK7W1	Functional Expired Warranty
104084	Dell Optiplex 780	CYKSFQ1	Functional Expired Warranty
NO TAG	Dell Monitor Stands	(2 Total)	Functional
NO TAG	Harmon Kardon Speaker	CN07E840698003792277	Functional Expired Warranty
NO TAG	Sit Stand	(1 Total)	<del>Functional</del> <b>BROKEN</b>
NO TAG	Dell E152FPg 15 inch monitor	(1 Total)	Functional
NO TAG	Dell 1707FPt 17" Monitor	(1 Total)	Functional

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Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u>
L32B392923
Auditor records updated by: _____ Date: _____

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