Nº ____ -- 3385

County of El Dorado
Property Transfer Request

☑ **Surplus**	☐ **Inter-Department Transfer**
Transfer from index code: 531141	Transfer to index code:
Department: Community Services	Department:
Approved (Dept Head) Date 9/11/2015	Approved (Dept Head) Date

Specific location (address): 3050 Lake Tahoe Blvd

Where in facility? Parking Area

First contact person: Susi Rust Phone: (530) 573-3130

Second contact person: Miguel Miranda (June 3, 2015) Phone: (530) 621-6136

Cty Tag #	Description	Serial/VIN #	Condition
33444	Accessible Modified Van S/N 1FTSS34L53HB94121	1FTSS34L53HB94121	Good

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
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