

### County of El Dorado Property Transfer Request

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 081000

Transfer to index code:

Department: Pamela Knorr

Department:

Approved (Dept Head) Howell Beeson Date 4/21/16

Approved (Dept Head) \_\_\_\_\_ Date \_\_\_\_\_

Specific location (address): 330 Fair Lane, Building A, Human Resources

Where in facility? HR Office

First contact person: Mitch Applegarth

Phone: 621-5510

Second contact person:

Phone:

Cty Tag #	Description	Serial/VIN #	Condition
N/A	HON 3 Drawer Filing Cabinet - <u>Lateral</u>	N/A	GOOD
N/A	HON 3 Drawer Filing Cabinet - <u>Lateral</u>	N/A	GOOD
N/A	HON 3 Drawer Filing Cabinet - <u>Lateral</u>	N/A	GOOD
N/A	3 Drawer Filing Cabinet - <u>Lateral</u>	N/A	GOOD

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>6/21/16</u>
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







**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 021000	Transfer to index code:
Department: CAO	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>6/24/16</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 330 Fair lane

Where in facility? CAO office -in conference room . TV by copier.

First contact person: Karen Feathers Phone: 621-5117

Second contact person: Consie Mote Phone: 621-5516

Cty Tag #	Description	Serial/VIN #	Condition
n/a	Chair- blue with black design features- damaged arm		bad
n/a	Chair-green with peach specks- damaged arm		bad
n/a	Toshiba TV CV27D48	22561702	bad

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>6/27/16</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
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





**County of El Dorado  
Property Transfer Request**

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

Transfer from index code:	Transfer to index code:
Department: Tax Collector	Department:
Approved (Dept Head) <i>C. L. Rafferty</i> Date <i>6/6/16</i>	Approved (Dept Head)      Date

Specific location (address): 360 Fair Lane

Where in facility? Main Office/RPS Room/Storage Room

~~First contact person: Beverly Savage      Phone: 621-5803~~

*First* Second contact person: Gary Perez      Phone: 621-5902

*Second contact person: Robyn Gingrich*      Phone:

Cty Tag #	Description	Serial/VIN #	Condition
	IBM Seletic II Typewriter		Obsolete
26533	17" Sony Trinitron Multiscan 200SF	7102716	Obsolete
	17 " Dell Monitor Model M783S	MY0X37824760345HBZA	Obsolete
	17 " Dell Monitor Model M783S	MXDX3782476054CDBVR6	Obsolete
	15" IBM G52 Monitor	23AP018	Obsolete
	HP Fax 1240	CN47GEH032	Broken
101845	Dell Laser MFP 1815DN	CN0NF565722117C30076	Broken
26535	17" IBM Trinitron Multiscan 200SF	7102736	Obsolete
	17" IBM G74 Moitor	1565470AN24RD24RD306	Obsolete
	Filing Cabinet 2 Drawer		Obsolete

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>6/23/16</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
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







### County of El Dorado Property Transfer Request

Surplus

Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department: CHIEF ADMINISTRATIVE OFFICE	Department:
Approved (Dept Head) <i>Shak Jay</i> Date <i>6/22/16</i>	Approved (Dept Head)      Date

Specific location (address): 360 FAIR LANE

Where in facility? IT SURPLUS

First contact person: BOYD MELLO

Phone: (530) 621-7346

Second contact person: KAREN FEATHERS

Phone: (530) 621-5117

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Dell 1908FPb MONITOR	CN-0DY840-46633-770-043U	BAD


Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>6/23/16</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
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

**County of El Dorado  
Property Transfer Request**

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

Transfer from index code:		Transfer to index code:	
Department: Library		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	6/24/2016		

Specific location (address): 345 Fair Lane Placerville CA 95667

Where in facility? Downstairs, back library door, under desk

First contact person: David Taylor Phone: 621-5951

Second contact person: Deborah Raiche Phone: 621-5154

Cty Tag #	Description	Serial/VIN #	Condition
GREEN	APC BACK-UPS R S 1200	JB0623014381	DEAD BATT.
35446	GATEWAY PROFILE 6	0038624610	NO HDD
NONE	HP OFFICEJET V40XI PRINTER/FAX/COPIER/SCANNER	MY271G5360	BAD
GREEN	CASIO PCR-408 CASH REGISTER	0214486	DEAD
NONE	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17015	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17011	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17019	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17009	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17014	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17010	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD
17017	SMALL WOODEN KID SIZED CHAIR	NONE	GOOD

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	6/27/16
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
Auditor records updated by: <span style="float:right">Date:</span>

**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



County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 601100		Transfer to index code:	
Department: Library		Department:	
Approved (Dept Head) <i>Jean Am</i>	Date <i>6/24/2016</i>	Approved (Dept Head)	Date
Specific location (address): 345 Fair Lane, Placerville			
Where in facility? downstairs hall, by back door, and in the library, adult side			
First contact person: Deborah Raiche		Phone: (530) 621-5154	
Second contact person: David Taylor		Phone: (530) 621-5951	

Cty Tag #	Description	Serial/VIN #	Condition
29352	MINOLTA SP 2000L DIGITAL MICROFILM READER	32002682	FAIR
13232	Couch WOOD ORANGE/YELLOW STRIPE 6FT		FAIR
34056	DELL OPTIPLEX GX620	H4CZM81	No HDD
101863	DELL OPTIPLEX 755	5GK4NF1	No HDD
101859	DELL OPTIPLEX 755	6GK4NF1	No HDD
34037	DELL OPTIPLEX GX620	ICCZM81	No HDD
101440	DELL POWEREDGE 2900 DUAL CORE 5150	F85Y0F1	No HDD
34756	DELL POWEREDGE 1800	BTMM2B1	No HDD
GREEN	SHREDDER SHREDMASTER 9215	NONE	BROKEN
NONE	TYPING TABLE METAL	NONE	FAIR
GREEN	BLUE CUSHION WOODEN FOOTREST	NONE	1 STAIN
102680	DELL OPTIPLEX 760SF DUAL CORE E2200	4XNJYH1	NO HDD, MEM
32290	GATEWAY DS PROFILE 4	0030162399	NO HDD
106700	RFID MR101 READER	1168250	DEAD
102672	DELL OPTIPLEX 760SF DUAL CORE E2200	DWNJYH1	NO HDD, MEM
35744	DELL OPTIPLEX 745	9KSN1	NO HDD
35454	GATEWAY PROFILE 6	0038624602	NO HDD
GREEN	VOYAGER BARCODE SCANNER	2C08430408	DEAD
GREEN	VOYAGER BARCODE SCANNER	3501492966	DEAD
35747	DELL OPTIPLEX 745 P D S/N FKSNSC1	FKSN1	NO HDD
35447	GATEWAY PROFILE 6	0038624608	NO HDD

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>6/27/16</i>
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






**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code:		Transfer to index code:	
Department: EL DORADO COUNTY SHERIFF		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	6-23-16		

Specific location (address): 471 PIERROZ RD, PLACERVILLE, CA 95667

Where in facility?

First contact person: PEGGY WENNER Phone: (530) 642-4703

Second contact person: DAN JOHNSON Phone: (530) 642-4704

Cty Tag #	Description	Serial/VIN #	Condition
	HP LASERJET 4000 PRINTER	NOT LOCATED	GOOD/OLD
	HP BUSINESS INKJET 3000	SG2B11103Y	GOOD/OLD
	LAP TOP W/CASE	9X33KQDZM50X	VERY OLD
	COMPUTER TOWER CUSTOM SONY	(HARD DRIVES REMOVED)	EWASTE
	COMPUTER TOWER CUSTOM	(HARD DRIVES REMOVED)	EWASTE
	COMPUTER TOWER CUSTOM	(HARD DRIVES REMOVED)	EWASTE
	TRIPP LITE POWER SUPPLY		POOR
	LENOVO LAP TOP - NO HARD DRIVE	CB19313547	BROKEN
	4 LAP TOPS		BROKEN
	1 BOX MISC CABLES, ETC		
	1BOX MISC CAMERAS		GOOD
	VIDEO CASSETTE RECORDER	BE21B002837	GOOD
	VIDEO CASSETTE RECORDER	M5301244	GOOD
	VIDEO CASSETTE RECORDER	BE2KC001874	GOOD
	VIDEO CASSETTE RECORDER	BE2IB003386	GOOD
	Keyboard Tray x 2		GOOD
	Drawer for under desk		GOOD
	HP Desktop Printer Photosmart 1215	Not located	FAIR

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing	6/27/16	
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

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) <i>o c e</i> Date <i>6/9/2016</i>	Approved (Dept Head) Date

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Jill Rubin

Phone: 642-7303

Second contact person: Amy Higdon

Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
HS103808 ✓	Dell 780 PC	9SMZPM1	Functional Expired Warranty
HS104056 ✓	Dell 780 PC	2K6DFQ1	Functional Expired Warranty
HS104059 ✓	Dell 780 PC	2YPRFQ1	Functional Expired Warranty
HS103816 ✓	Dell 780 PC	65ZXPM1	Functional Expired Warranty
HS104065 ✓	Dell 780 PC	CYKPFQ1	Functional Expired Warranty
HS101708 ✓	Dell 780 PC	657HLF1	Broken Not Functional
103590	Fuji 6130 scanner	163328	Functional Expired Warranty
CS210	Snapscan 1212		Broken Not Functional
	20010853 (No gold tag) HP dc7200 desktop PC	SMXL85204H6	Functional Expired Warranty
	20010734 (No gold tag) HP dc7200 desktop PC	SMXL8520KTV	Functional Expired Warranty
n/a	Dell 1704FPT Monitor	CN-0Y4299-71618-5A5-BBGR	Broken Not Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>6/10/16</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> G5I9531496 G4LD3649A3 <i>@k do surplus - Amy 5/31/16</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., Copy-From Dept., Copy-Purchasing



**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 243111	Transfer to index code:
Department: Sheriff- Custody	Department:
Approved (Dept Head) <i>R. P. [Signature]</i>	Approved (Dept Head)
Date <i>6-22-16</i>	Date

Specific location (address): 300 Forni Road

Where in facility? Storage Units

First contact person: Ben Miller Phone: (530) 621-6013

Second contact person: John Cherinka Phone: (530) 621-6013

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Office Chairs, 8 Various	N/A	Fair
N/A	Haier Refrigerator 1.7 cf, Non Functional	N/A	Poor
N/A	Kenmore Refrigerator, Non Functional	N/A	Poor
N/A	Kenmore Microwave, Non Functional	N/A	Poor
N/A	Folding Table 3x5	N/A	Fair
N/A	Sony 3 Disk Changer w/ speakers, Non Functional	N/A	Poor
N/A	Computer Desk	N/A	Fair
N/A	Sony F57902 Scanner, Fax, Copier, Non Functional	N/A	Poor
N/A	Desk, Small Brown	N/A	Fair
N/A	Brother 4550 Scanner, Fax, Copier, Non Functional	N/A	Poor
N/A	HP Deskjet 950C Printer, Non Functional	N/A	Poor
N/A	HP 1220 Fax, Non Functional	N/A	Poor
N/A	Cannon, PC940 Copier, Non Functional	N/A	Poor
N/A	HP Officejet Pro 8500A, Non Functional	N/A	Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>6/23/16</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u>	
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