



















**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**

**INTERDEPARTMENT**

**POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <i>Library</i>	DEPARTMENT:
APPROVED (DEPT HEAD) <i>Jean Ann</i> DATE <i>11/7/2013</i>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): *345 Fair Lane Placerville*

Where in Facility? *On table in Library Basement*

FIRST CONTACT PERSON: *David Taylor*      PHONE: *50951*

SECOND CONTACT PERSON: *Deborah Raiche*      PHONE: *5154*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>35898</i>	<i>Optiplex 745</i>	<i>5FCWYCI</i>	<i>No HD</i>
<i>30752</i>	<i>Optiplex GX240</i>	<i>1Q2J711</i>	<i>No HD</i>
<i>None</i>	<i>Lian Li PC</i>	<i>None (Donation)</i>	<i>No HD</i>
<i>None</i>	<i>1 Box Keyboards + Mice</i>	<i>None</i>	<i>PS2</i>
<i>None</i>	<i>2 17" Monitors</i>	<i>None</i>	<i>Dead</i>

<b>PURCHASING USE ONLY</b>	<b>DATE</b>
PICKUP BY CENTRAL SERVICES	<i>Posted 11/12/13</i>
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

<b>REMARKS:</b> _____
AUDITOR RECORDS UPDATED BY: _____
DATE: _____
<b>ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.</b>
WHITE (AUDITOR)                      YELLOW (TO DEPT) PINK (FROM DEPT)                      GOLD (PURCHASING)

5943

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

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APPROVED (DEPT HEAD) <i>Jean Ann</i>	DATE <i>11/7/2013</i>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION (ADDRESS): *345 Fair Lane Placerville*

Where in Facility? *On table in library basement*

FIRST CONTACT PERSON: *David Taylor* PHONE: *5951*

SECOND CONTACT PERSON: *Deborah Raiche* PHONE: *5154*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>101793</i>	<i>Optiplex 755</i>	<i>JSNLLF1</i>	<i>No HD, RAM, Bad Mother Board</i>
<i>15098</i>	<i>Yellow 3-Drawer Desk with Hutch</i>	<i>None</i>	<i>Used/OK</i>
<i>None</i>	<i>2-Drawer 18x15x28 File Cabinet</i>	<i>None</i>	<i>OK</i>
<i>34214</i>	<i>Optiplex GX620</i>	<i>JPX7581</i>	<i>No HD</i>
<i>34754</i>	<i>Optiplex GX620</i>	<i>CD41V91</i>	<i>No HD</i>
<i>35743</i>	<i>Optiplex 745</i>	<i>8KSNSC1</i>	<i>No HD</i>
<i>101789</i>	<i>Optiplex 755</i>	<i>DTNLLF1</i>	<i>No HD, RAM, CD</i>
<i>101792</i>	<i>Optiplex 755</i>	<i>HSNLLF1</i>	<i>No HD, RAM, CD</i>
<i>101790</i>	<i>Optiplex 755</i>	<i>FTNLLF1</i>	<i>No HD, RAM,</i>

<b>PURCHASING USE ONLY</b>	<b>DATE</b>
PICKUP BY CENTRAL SERVICES	<i>Posted 11/12/13</i>
BOARD APPROVAL	
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**REMARKS:** \_\_\_\_\_

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DATE: \_\_\_\_\_

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WHITE (AUDITOR)                      YELLOW (TO DEPT)  
PINK (FROM DEPT)                      GOLD (PURCHASING)

**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 281000	Transfer to index code:
Department: Elections	Department:
Approved (Dept Head)  Date <b>10-23-13</b>	Approved (Dept Head) _____ Date _____

Specific location (address): 2850 Fairlane Ct, Bldg C, Placerville

Where in facility? Basement

First contact person: Corky McAdams Phone: 621-7649

Second contact person: Arlene Lang Phone: 621-7481

Cty Tag #	Description	Serial/VIN #	Condition
32033	Dell GX260	1HXTJ21	Poor
31524	Dell GX260	HTK4L11	Poor
31522	Dell GX260	4DN7L11	Poor
31519	Dell GX240	D8F6L11	Poor
33371	Dell GX280	3PQCD61	Poor
33329	Dell GX280	FC13D61	Poor
33368	Dell GX280	FNQCD61	Poor
31523	Dell GX260	DTK4L11	Poor
33289	Dell GX280	H7T7D61	Poor
33278	Dell GX280	25T7D61	Poor
33311	Dell GX280	JDT7D61	Poor
33312	Dell GX280	6FT7D61	Poor
33374	Dell GX280	BPQCD61	Poor
33349	Dell GX280	4LQCD61	Poor
33313	Dell GX280	8FT7D61	Poor
27764	Dell Optiplex GXa	ES1D4	Poor
30007	Bliss P111		Poor
30008	Bliss P111		Poor
28877	Dell Poweredge 2300	1E9MS	Poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<b>10/24/13</b>
Posted to Intranet	<b>11/12/13</b>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> All hard drives and Ram have been removed.	
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: 510000	Transfer to index code:
Department: Veteran Affairs	Department:
Approved (Dept Head) <i>William E. Swanson</i> Date <i>10/15/13</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 130 Placerville Drive

Where in facility? Conference Room

First contact person: Patricia Morello

Phone: 621-5892

Second contact person: Ed Swanson

Phone: 621-5892

Cty Tag #	Description	Serial/VIN #	Condition
333294	Dell Optiplex G280	49T7D61	Poor
103710	Xerox Documate 632 Scanner	848TW108BS581	Broken
No tag	Dell Monitor Model 1704FPT		Fair
No tag	Circular wire literature rack		Broken
No tag	Wooden Chair		Broken
No tag	Epson Scanner GT-1500	KSJW020093	Fair
No tag	Epson LQ590 Printer 24-Pin		Excellent
No tag	Dell Docking Station		Fair
No tag	Keyboards (various)		Broken
No tag	Desk Top (24 inch) piece		Fair
No tag	Miscellaneous office supplies (bookends, cords, wrist rest)		Fair

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>10/15/13</i>
Posted to Intranet	<i>11/18/13</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
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: HNSA - Mental Health		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>			11/12/13

*25*

Specific location (address): 935 Springs St.  
 Where in facility? PHF Basement  
 First contact person: Jill Rubin Phone: (530) 642-7303  
 Second contact person: Lenny Voet Phone: (530) 621-5310

Cty Tag #	Description	Serial/VIN #	Condition
35750	Dell Optiplex 745	3TK3SC1	OBSOLETE
35221	Dell GX520	7S16SB1	OBSOLETE

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	
Posted to Intranet	11/12/13
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>OK Lenny 11/4/13</i>
Auditor records updated by: <span style="float: right;">Date: _____</span>

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