







**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 306500

Transfer to index code:

Department: CDA Transportation

Department:

Approved (Dept Head)

Date

*Rampson* 5/23/14

Approved (Dept Head)

Date

Specific location (address): 2850 Fairlane Ct, 2nd floor

Where in facility? cubicle along north wall, central

First contact person: Julianne Melchor

Phone: (530) 621-5910

Second contact person: Reception

Phone: (530) 621-5900

Cty Tag #	Description	Serial/VIN #	Condition
	glass screen filter		new in box
	HP Inkjet 28 print cartridge		new in box
	HP Inkjet 44 print cartridges, 3		new in box
	HP Inkjet 44 print cartridges, 2		new in box
	HP Inkjet 44 print cartridge		new in box
	<del>HP Laserjet 29X (C4129X) print cartridge</del>		<del>new in box</del>
	HP Scanjet 5590, model FCLSD-0406/7		unk
	Bulletin Board, 28"x40"		fair
	picture frame, 8"x10"		fair
	electric stapler, Swingline 690e		working
	electric stapler, Boston 100		working
	USB Belkin cable		good
	Realistic microphone		unk

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	5/23/14
Posted to Intranet	6/4/14
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> Take to Scrapes for County distribution
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., Pink-From Dept., Gold-Purchasing





**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: ~~Varies~~ 306110 + more

Transfer to index code:

Department: CDA - Transportation Division

Department:

Approved (Dept Head) [Signature] Date 5/23/14

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

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

Where in facility? Basement storage room under the stairs

First contact person: Julianne Melchor

Phone: 621-5910

Second contact person: Mike Mayfield

Phone: 621-7431

Cty Tag #	Description	Serial/VIN #	Condition
103411	DELL OPTIPLEX GX520 P D820	H3TTHC1	Poor
100352	DELL OPTIPLEX GX620 P4	HGDQ391	Poor
100389	DELL OPTIPLEX GX520 P4	HN16SB1	Poor
101024	DELL OPTIPLEX GX520 P4	HP16SB1	Poor
103406	DELL OPTIPLEX GX520 P D820	J4TTHC1	Poor
100267	DELL OPTIPLEX GX280 P4	JBTKF61	Poor
101064	DELL OPTIPLEX GX520 P D820	JCTZKC1	Poor
100286	DELL OPTIPLEX GX280 P4	JDTKF61	Poor
100375	DELL OPTIPLEX GX520 P4	JH2P691	Poor
100363	DELL OPTIPLEX GX620 P4	JJDQ391	Poor
100368	DELL OPTIPLEX GX620 P4	JKDQ391	Poor
101842	HP BUSINESS INKJET 2800dtn	TH7BF5Z0CB***	Poor
200366	HP4050T (index code is 306200)	USQL055730	Poor
100244	HP D330 (index code is 306600)	USW32701GC	Poor
100230	COMPAQ D330 (index code is 306600)	USW413008G	Poor
100229	COMPAQ D330 (index code is 306600)	USW413008K	Poor
	***Serial Number from Auditor's fixed asset list on the website is	STH7BF5Z0CB	

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<u>Remarks:</u>
Proceeds of sale to be deposited to Index Code 306500,
user code 25000A.
Auditor records updated by: _____ Date: _____

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**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 306110	Transfer to index code:
Department: CDA - Transportation Division	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>5/23/14</i>	Approved (Dept Head) Date

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

Where in facility? Basement storage room under the stairs

First contact person: Julianne Melchor Phone: 621-5910

Second contact person: Mike Mayfield Phone: 621-7431

Cty Tag #	Description	Serial/VIN #	Condition
100346	DELL OPTIPLEX GX620 P4	1GDQ391	Poor
100358	DELL OPTIPLEX GX620 P4	1JDQ391	Poor
103414	DELL OPTIPLEX GX520 P4	1VV34B1	Poor
100298	DELL OPTIPLEX GX280 P4	2HTKF61	Poor
103407	DELL OPTIPLEX GX520 P4	2JNV391	Poor
101025	DELL OPTIPLEX GX520 P4	2Q16SB1	Poor
100362	DELL OPTIPLEX GX620 P4	30ZR391	Poor
100359	DELL OPTIPLEX GX620 P4	3JDQ391	Poor
100365	DELL OPTIPLEX GX620 P4	3KDQ391	Poor
100390	DELL OPTIPLEX GX520 P4	3P16SB1	Poor
100347	DELL OPTIPLEX GX620 P4	4GDQ391	Poor
100353	DELL OPTIPLEX GX620 P4	4HDQ391	Poor
100369	DELL OPTIPLEX GX620 P4	4LDQ391	Poor
103425	DELL OPTIPLEX GX520 P D820	51H4WB1	Poor
103408	DELL OPTIPLEX GX520 P4	5LNV391	Poor
100318	DELL OPTIPLEX GX280 P4	5LTKF61	Poor
100348	DELL OPTIPLEX GX620 P4	6GDQ391	Poor
103404	DELL OPTIPLEX GX520 P4	6LNV391	Poor
100396	DELL OPTIPLEX GX520 P4	6SNTN91	Poor
103415	DELL OPTIPLEX GX520 P D820	74TTHC1	Poor
100354	DELL OPTIPLEX GX620 P4	7HDQ391	Poor

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<b>Remarks:</b>
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**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: <del>306500</del> 306110	Transfer to index code:
Department: CDA - <i>Transportation Div.</i>	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>5/23/14</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 2850 Fair Lane Ct

Where in facility? Basement - under stairs

First contact person: Julian Melchor

Phone: 621-5910

Second contact person: Kathy Flessing

Phone: 621-5323

Cty Tag #	Description	Serial/VIN #	Conditio
103413	Dell Optiplex GX520 <i>306110</i>	64TTHC1 ✓	Poor
100372	Dell Optiplex GX520 "	DH2P691 ✓	Poor
100393	Dell Optiplex GX520 "	7RNTN91 ✓	Poor
101020	Dell Optiplex GX520 "	9P16SB1 ✓	Poor
<del>103455</del>	<del>Dell Optiplex GX520</del> <i>307131</i>	<del>34TTHC1</del> ✓	<del>Poor</del>
103421	Dell Optiplex GX520 <i>306110</i>	9HNV391 ✓	Poor
103403	Dell Optiplex GX520 "	8GNV391	Poor
101065	Dell Optiplex GX520 "	JCTZKCI ✓	Poor
101026	Dell Optiplex GX520 "	3Q16SB1 ✓	Poor
100395	Dell Optiplex GX520 "	3SNTN91	Poor
		<i>*Auditor's list shows SN 50TZKCI</i>	

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Remarks: <i>OK to surplus items # 9/14</i>
<i>Proceeds of sale to be deposited to ILC306500, UC 25000A</i>
Auditor records updated by: _____ Date: _____

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