





**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 010000

Transfer to index code:

Department: Board of Supervisors

Department:

Approved (Dept Head)

Date

*Jan J. Mc...* *12/16/15*

Approved (Dept Head)

Date

Specific location (address): 330 Fair Lane, Placerville

Where in facility? Back Hallway

First contact person: Marcie MacFarland

Phone: 621-6687

Second contact person: Jim Mitrisin

Phone: 621-5592

Cty Tag #	Description	Serial/VIN #	Condition
N/A	<del>3 File cabinets- 4 drawer, letter, gray</del>		Good
N/A	File cabinet - 4 drawer, legal, dark gray		Fair
14276	File cabinet - 5 drawer, legal, dark gray		Good
8311	File cabinet - 5 drawer, legal, dark gray		Good
14273	File cabinet - 5 drawer, legal, gold		Poor
N/A	3 - Panasonic video monitors		Broke/unknown
N/A	Dell monitor		Old
N/A	2 Monitor attachable stands		Good
N/A	Keyboard tray - with under desk attachments		Good
N/A	Chair - red, large with arms		Good
N/A	Chair - gray, desk with arms		Good
102088	Computer - Dell Optiplex 755 Desktop		No HD

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>12/21/15</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., Pink-From Dept., Gold-Purchasing





**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 250000	Transfer to index code:
Department: Probation	Department:
Approved (Dept Head) <span style="float:right;">Date</span>	Approved (Dept Head) <span style="float:right;">Date</span>

Specific location (address): 3975 Durock Rd. Ste 205 Shingle Springs CA 95682

Where in facility? Cubicle 60/Attic/Craven's office

First contact person: Geri Bennett Phone: 621-6079

Second contact person: Jackie walker Phone: 621-6095

Cty Tag #	Description	Serial/VIN #	Condition
(Spc 60)35835	Laptop	9xs2mc1	Old
101314	Cubicle Furniture	0	Old
0	5 assorted printer trays	0	Broken
0	2 Kensington Keyboards	0	New/not used
0	Dell laptop docking station	0	Old
0	Print server HP 4000	0	Old
0	2 Boxes-10 each Maxell floppy disks	0	Old/not used
0	Dell floppy disk drive	0	Old
0	4 Xerox toner cartridges	0	Old/not used
0	6 Dell wired keyboards	0	Old
0	Radio Shack 40 watt amplifier	0	Old
0	2 RCA speakers	0	Old
0	RCA remote control	0	Old
0	2 HP Inkjet printers	0	Old
<del>Craven/15428</del>	2 Drawer file cabinet	0	Old
<del>(Attic)</del>			
0	HP Laserjet duplex printing tray LD Q243913	0	New / Not used
0	Desk	0	Old
0	2 HP Inkjet printers	0	Old
104316	HP Laserjet	0	Old
0	2 Brother fax machine's <del>(1 attic &amp; 1 Cube 60)</del>	0	

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	1/11/16	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		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**

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

Transfer from index code: 250000	Transfer to index code:
Department: Probation	Department:
Approved (Dept Head)  Date 12/21/15	Approved (Dept Head) _____ Date _____

Specific location (address): 3974 Durock Rd. Ste 205, Shingle Springs CA 95682

Where in facility? Cubicle 60

First contact person: Geri Bennett	Phone: 621-6079
Second contact person: Jackie Walker	Phone: 621-6095

*Handwritten initials and marks:*  
  
 DM  
 PK

Qty Tag #	Description	Serial/VIN #	Condition
0	24 - Dell mice	0	Broken
0	10 - Dell Keyboard	0	Broken
0	4 - CRT close circuit TV monitors	0	Broken
0	1 - Use in 5330 series Dell toner cartridge	0	New / Not used
0	1 - 64A HP Laser Jet print cartridge	0	New / Not used
0	1 - Q5942A HP Laser Jet print cartridge	0	New / Not used
34906	1 - Optiplex GX 520 Dell	CV7L2B1	Old
34905	1 - Optiplex GX 520 Dell	8V7L2B1	Old
34903	1 - Optiplex GX 520 Dell	HT7L2B1	Old
34908	1 - Optiplex GX 520 Dell	2W7L2B1	Old
34898	1 - Optiplex GX 520 Dell	FS7L2B1	Old
34907	1 - Optiplex GX 520 Dell	FV7L2B1	Old
35254	1 - Optiplex GX 520 Dell	1ZG4WB1	Old
0	Multiple assorted cables & adaptors	0	New & Old
0	2 - Power supplies	0	Old
0	4 - 38A HP Laser Jet print cartridges	0	New
0	20 - Dell keyboard	0	Old
0	7 - Dell mice	0	Old
0	3 - Dell docking stations	0	Old
0	2 - Litelon drives	0	Old
0	2 - Universal blue tooth Motorola H550	0	Old/Not used

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	12/22/15
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













