

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 307220

Transfer to index code:

Department: CDA, Transportation Div., Fleet

Department:

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

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

*Kimberly Allen 7/23/13*

Specific location (address): 2441 Headington Ave., Placerville, CA 95667

Where in facility? Fleet (some at the Jail)

First contact person: Julianne Melchor

Phone: 621-5910

Second contact person: Regina Brown or Bobby Aldrich

Phone: 621-4906

Cty Tag #	Description	Serial/VIN #	Condition
501016	2002 FORD Crown Vic	2FAFP71W22X118577	Good
501095	2003 FORD Crown Vic	2FAHP71W73X174041	Fair
501415	2008 FORD Crown Vic	2FAHP71V58X165143	Fair
501417	2008 FORD Crown Vic	2FAHP71V88X165136	Fair
501442	2009 FORD Crown Vic	2FAHP71V09X140930	Good
504822	1999 CHEV Astro	1GNDM19W6XB170730	Fair
510135	2003 FORD Explorer	1FMZU72K93ZB01441	Good
510291	2007 FORD Explorer	1FMEU73E97UB65313	Fair
510795	1999 JEEP Cherokee	1J4FF68S7XL610529	Good
510883	2000 JEEP Cherokee	1J4FF47S8YL231756	Good
510948	2001 JEEP Cherokee	1J4FF48S71L628329	Good
514857	2000 FORD F150	1FTRX18L1YNB27426	Good
515678	1997 CHEV Lumina	2G1WL52M2V9257066	Poor
515750	1998 CHEV Malibu	1G1ND52M6W6186553	Fair
520203	2005 HONDA Civic	JHMES96635S015165	Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>7/24/13</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**

**INTERDEPARTMENT**

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

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <i>Library</i>	DEPARTMENT:
APPROVED (DEPT HEAD) <i>Jean Amor</i> DATE <i>7/31/13</i>	APPROVED (DEPT HEAD)      DATE

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

Where in Facility? *Adult side of library near the Kinkade painting*

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

SECOND CONTACT PERSON: *David Taylor*      PHONE: *5952*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>27327</i>	<i>9'x5'3" Computer table</i>		<i>Fair to Good</i>
<i>27385</i>	<i>9'x2'7" " "</i>		<i>Fair to Good</i>
<i>No tag</i>	<i>7'x3' table - foldable legs - [On the back dock]</i>		<i>Broken - Poor</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

**REMARKS:** \_\_\_\_\_

AUDITOR RECORDS UPDATED BY: \_\_\_\_\_

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

**ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.**

WHITE (AUDITOR)                      YELLOW (TO DEPT)  
 PINK (FROM DEPT)                      GOLD (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:		Transfer to index code:	
Department: <u>CAD-Econ Dev./ Parks</u>		Department:	
Approved (Dept Head) <u>Kimberly A Ken</u>	Date <u>7/23/13</u>	Approved (Dept Head)	Date

Specific location (address): 330 Fair Lane, Building A, Placerville, CA 95667

Where in facility? Economic Development/Parks and Trails

First contact person: Megan Arevalo

Phone: 621-5147

Second contact person: Vickie Sanders

Phone: 621-7538

Cty Tag #	Description	Serial/VIN #	Condition
	Keyboard tray	PL003CC	fair
	<del>Black Office Chair on wheels, arms</del>		fair
	<del>Green office chair on wheels, no arms</del>		fair
	<del>Pink office chair on wheels, no arms</del>		fair
	<del>Black office chair on wheel, arms included but not attached</del>		fair
	Proctor Silas 12-cup coffee maker, white		fair
	Phone message book, 400 count - half used		fair
	"push for service" plaque		fair
	Casio calculator, Model PR-101	SN 4217494	fair
	Fellows paper/typing holder		fair
35271	Optiplex 6X520 Computer Tower	00045-676-110-995	not working
	wall mount desk cabinet L-59" x D-14" x H-31"		fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
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		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: <u>Surveyor</u>	Department:
Approved (Dept Head) <u>[Signature]</u> Date <u>7-16-13</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 350 Fair Lane, Placerville, CA 95667

Where in facility? Surveyor's Office

First contact person: Karen Hyder

Phone: 621-5121

Second contact person: Phil Mosbacher

Phone: 621-5320

Cty Tag #	Description	Serial/VIN #	Condition
35012	Dell Optiplex GX520		poor
35013	Dell Optiplex GX520		poor
35014	Dell Optiplex GX520		poor
31510	Viewsonic VE170 (flat screen)		good
30058	Viewsonic G790 - big monitor		ok
none	3 keyboards - outdated, no USB port		ok
none	Pull-out keyboard arm rest		good

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <i>280000</i>	TRANSFER TO (INDEX CODE) <i>Surplus</i>
DEPARTMENT: <i>Recorder Clerk</i>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <i>William E. [Signature]      7/22/15</i>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): *Recorder Clerk*

Where in Facility? *Scanning room*

FIRST CONTACT PERSON: *Cindy Gray*      PHONE: *5772*

SECOND CONTACT PERSON: *Cynthia Super*      PHONE: *6592*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>25013</i>	<i>IBM typewriter wheelwriter 1500</i>	<i>11-LA294</i>	<i>poor</i>
<i>31104</i>	<i>Deell Computer</i>		<i>OK</i>
<i>31095</i>	<i>" "</i>		<i>OK</i>
<i>31096</i>	<i>" "</i>		<i>OK</i>
<i>31109</i>	<i>" "</i>		<i>OK</i>
<i>31126</i>	<i>" "</i>		<i>OK</i>
<i>35027</i>	<i>" "</i>		<i>OK</i>
<i>35023</i>	<i>" "</i>		<i>OK</i>
<i>35030</i>	<i>" "</i>		<i>OK</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_

AUDITOR RECORDS UPDATED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

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

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <p align="center" style="font-size: 1.2em;"><i>280000</i></p>	TRANSFER TO (INDEX CODE) <p align="center" style="font-size: 1.2em;"><i>Surplus</i></p>
DEPARTMENT: <p align="center" style="font-size: 1.2em;"><i>Recorder Clerk</i></p>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <p align="center" style="font-size: 1.2em;"><i>William S. [Signature]</i>      <i>7/22/13</i></p>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): *Recorder Clerk*

Where in Facility? *Scanning Room*

FIRST CONTACT PERSON: *Cristy Gray*      PHONE: *5772*

SECOND CONTACT PERSON: *Cynthia Dupet*      PHONE: *6592*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>31133</i>	<i>Dell computer</i>		<i>OK</i>
<i>31107</i>	<i>" "</i>		<i>OK</i>
<i>31090</i>	<i>" "</i>		<i>OK</i>
<i>31135</i>	<i>" "</i>		<i>OK</i>
<i>31130</i>	<i>" "</i>		<i>OK</i>
<i>NA</i>	<i>Dell small monitor</i>	<i>MX05R108-47605330D251</i>	<i>OK</i>
<i>NA</i>	<i>Dell small monitor</i>	<i>CNOC531972872 69N 26ML</i>	<i>OK</i>
<i>NA</i>	<i>Dell small monitor</i>	<i>MX05R10847605330D25B</i>	<i>OK</i>
<i>NA</i>	<i>Dell small monitor</i>	<i>MX05R10847605330DRT9</i>	<i>OK</i>

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <u>280000</u>	TRANSFER TO (INDEX CODE) <u>Surplus</u>
DEPARTMENT: <u>Recorder Clerk</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>William S. Schief</u> DATE <u>7/22/13</u>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): Scanning Room Recorder Clerks

Where in Facility? Scanning Room

FIRST CONTACT PERSON: Cissy Gray      PHONE: 5772

SECOND CONTACT PERSON: Cynthia Stupet      PHONE: 6592

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
NA	IBM Keyboard	0118678	Broken
NA	" "	0094676	Broken
NA	" "	0135474	Broken
NA	" "	0118734	Broken
NA	Dell Keyboard	CN-DN6250-71616 LED-0162	Broken
NA	Dell Keyboard	DZLYU1LDEL1B	Broken
NA	Kensington Keyboard	K64370	Broken
NA	" "	K64370	Broken
NA	Compaq Keyboard	164996	Broken

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <i>28000</i>	TRANSFER TO (INDEX CODE) <i>Surplus</i>
DEPARTMENT: <i>Recorder Clerk</i>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <i>William Schuy 7/22/13</i>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): *Recording Clerk*

Where in Facility? *Scanning room*

FIRST CONTACT PERSON: *Crisy Gray*      PHONE: *5772*

SECOND CONTACT PERSON: *Cynthia Blupok*      PHONE: *6592*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>28251</i>	<i>Dell computer</i>		<i>Poor</i>
<i>NA</i>	<i>Zebra <sup>Printer</sup> Label</i>	<i>41A033100554</i>	<i>Broken</i>
<i>27324</i>	<i>HP LASERJET LG PRINTER</i>		<i>Broken</i>
	<i>HP Allinone <sup>FAX</sup> PRINTER</i>	<i>@N7B1E10W9</i>	<i>Broken</i>
<i>27380</i>	<i>Receipt PRINTER</i>	<i>2KT0007493</i>	<i>Broken</i>
<i>34541</i>	<i>Receipt Printer</i>	<i>A956027189</i>	<i>Broken</i>
<i>34544</i>	<i>Receipt Printer</i>	<i>A956027194</i>	<i>Broken</i>
<i>27323</i>	<i>HP Laserjet Printer</i>	<i>USBK180081</i>	<i>Broken</i>
<i>NA</i>	<i>EPSON PRINTER</i>	<i>FSQY141747</i>	<i>Broken</i>

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <p align="center">280000</p>	TRANSFER TO (INDEX CODE) <p align="center">Surplus</p>
DEPARTMENT: <p align="center">Recorder Clerk</p>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <p align="center"><i>William Lloyd</i>      7/22/13</p>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): Recorder Clerk

Where in Facility? Scanning Room

FIRST CONTACT PERSON: Cynthia Gray      PHONE: 5772

SECOND CONTACT PERSON: Cynthia Skupak      PHONE: 6592

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
N/A	HP toner 09A	N/A	New
N/A	HP toner <del>09A</del> 3909A	N/A	New
N/A	1 OFFICE CHAIR	N/A	Broken
N/A	OFFICE CHAIR	N/A	Broken
16848	two drawer file cabinet	N/A	ok-drawers don't open easy
N/A	two drawer file cabinet	N/A	ok-drawers don't open easy

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**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code: 241110

Transfer to index code:

Department: Sheriff

Department:

Approved (Dept Head) Pete Van Arman Date 6/17/13

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

Specific location (address): 1360 Johnson Blvd #100 South Lake Tahoe, CA 96150

Where in facility? Evidence Barn

First contact person: Matthew Underhill

Phone: (530) 573-3000

Second contact person: Santino Piazza

Phone: (530) 573-3015

Cty Tag #	Description	Serial/VIN #	Condition
30018	LifeStyle Treadmill	UNKNOWN	Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Remarks: Broken for past 8 months and unrepairable according to technician who handled previous repairs.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Auditor records updated by: \_\_\_\_\_ Date: \_\_\_\_\_

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