

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: HHS A		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
 <small>Don Semon (May 3, 2021 16:14 PDF)</small>	5/3/21		

Specific location (address): 935 Spring Street Placerville, CA 95667

Where in facility? PHF Basement

First contact person: Grant Webber

Phone: 642-7222

Second contact person: Amy Higdon

Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
NO TAG	5FT X 6FT WOODEN L SHAPED DESK	N/A	Functional
NO TAG	5.5FT WOODEN STRAIGHT DESK	N/A	Functional
NO TAG	2.5FT WOODEN CABINET	N/A	Broken
NO TAG	2.5FT WOODEN CABINET	N/A	Functional
NO TAG	5FT WOODEN STRAIGHT DESK	N/A	Functional
NO TAG	4FT STRAIGHT DESK	N/A	Functional
NO TAG	20IN X 20IN TWO DRAWER WOODEN LOCKING CABINET	N/A	Broken
NO TAG	5.5FT X 7FT WOODEN L SHAPED DESK	N/A	Functional
NO TAG	5FT WOODEN STRAIGHT DESK	N/A	Functional
NO TAG	5FT WOODEN STRAIGHT DESK	N/A	Functional
NO TAG	5FT METAL DESKTOP ORGANIZER	N/A	Functional
NO TAG	32IN SIDE TABLE	N/A	Functional
NO TAG	5FT WOODEN STRAIGHT DESK	N/A	Functional
NO TAG	MESH BACK OFFICE CHAIR	N/A	Functional
NO TAG	2FT ROUND WOODEN SIDE TABLE	N/A	Broken
NO TAG	4FT STRAIGHT DESK	N/A	Functional
NO TAG	5FT WOOD OVERHEAD SHELF WITH LIGHTING	N/A	Functional
NO TAG	BROTHER INTELLIFAX 4750E	U60283F8J831003	Functional Expired Warranty
NO TAG	BROTHER INTELLIFAX 2820	U61325L8J425485	Functional Expired Warranty
NO TAG	GENERAL ELECTRIC TURNTABLE MICROWAVE	904TAJD65492	Functional Expired Warranty
NO TAG	HP LASERJET 3015	CNBM237733	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	5/7/21
Posted to Intranet	5/11/21
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			
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer	
Transfer from ORG code: 1900000		Transfer to ORG code:	
Department: ELECTIONS		Department:	
Approved (Dept Head)	Date 04/04/2021	Approved (Dept Head)	Date
Specific location (address): 2850 FAIRLANE CT			
Where in facility? BASEMENT STAIRWELL			
First contact person: CYNTHIA MORRISON		Phone: 621-7481	
Second contact person: LINDA WEBSTER		Phone: 621-7483	

Cty Tag #	Description	Serial/VIN #	Condition
	EPSON WF-3620 SCANNER/PRINTER	SEDY159918	NOT WORKIN
	8 - L100 DELL KEYBOARDS		GOOD
	3 - E145614 DELL KEYBOARDS		GOOD
	1 - KB1421 KEYBOARD		GOOD
	1 - IBM KB8923 KEYBOARD		GOOD
	1 - ALTEC LANSING COMPUTER SPEAKER		ONLY 1 OF 2
	1 - VICTOR 1212-2 (ADDING MACHINE)	06K00142	GOOD
	1 - TRENDNET TE100-PIP (PRINT SERVER?)	CEO701PIP0911	NO P. SUPPL
	1 - LINKSYS DSL ROUTER	028CT04	NO P. SUPPL
	5 - RX360 FINGER SENSORS		WORKING
	1 - DELL MOUSE	HOQ012YV	WORKING
	1 - DELL MOUSE	HCJ54213954	WORKING
	1 - LOGITECH MOUSE	LZ952AA0N9J	WORKING
	1 - MICROSOFT MOUSE		WORKING
	1 - MAKITA DRILL/FLASHLIGHT 6095D	1763523	BAD BATTS.
	1 - MICROTEK SCANMAKER 6000 SCANNER	W4B58A00741	NOT WORKIN
10010585	1 - HP MONITOR 17" L1750	SCNC846MFNM	WORKING
	1 - NEC LCD2170NX 21" MONITOR	63104512GA	WORKING
	1 - DELL MONITOR		WORKING
	1 - NEC LCD95V MONITOR	57B00627NA	WORKING

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PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

**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) Date <u>4-1-21</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 3057 Briw Rd. Ste. A

Where in facility? Room 16

First contact person: Grant Webber Phone: 642-7222

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
NO TAG	DELL P1913Sf 19 INCH SQUARE MONITORS	(18 TOTAL)	Functional Expired Warranty
NO TAG	DELL P1913 19 INCH MONITORS	(7 TOTAL)	Functional Expired Warranty
NO TAG	DELL 19W 19 INCH MONITORS	(6 TOTAL)	Functional Expired Warranty
NO TAG	DELL P2016 20 INCH MONITORS	(4 TOTAL)	Damaged
NO TAG	DELL E1911C 19 INCH MONITOR	(1 TOTAL)	Functional Expired Warranty
NO TAG	MONITOR STANDS	(38 TOTAL)	Functional Expired Warranty
NO TAG	HP L1750 17 INCH MONITORS	(2 TOTAL)	Functional Expired Warranty
103507	Dell Latitude E6510	7196RM1	Functional Expired Warranty
106465	Dell Optiplex 9020	DZCWK02	Functional Expired Warranty
106466	Dell Optiplex 9020	DZMYK02	Functional Expired Warranty
106464	Dell Optiplex 9020	DZNTK02	Functional Expired Warranty
106462	Dell Optiplex 9020	DZLXK02	Functional Expired Warranty
106282	Dell Optiplex 9020	GOJ4GZ1	Functional Expired Warranty
106467	Dell Optiplex 9020	DZCTK02	Functional Expired Warranty
104121	Dell Vostro 3450	5TNKYP1	Functional Expired Warranty
106463	Dell Optiplex 9020	DZFSK02	Functional Expired Warranty
106286	Dell Optiplex 9020	GOJ8GZ1	Functional Expired Warranty
105628	Dell Optiplex 7010	H2MJRW1	Functional Expired Warranty
105617	Dell Optiplex 7010	H2RLRW1	Functional Expired Warranty
105618	Dell Optiplex 7010	H2NKRW1	Functional Expired Warranty
105603	Dell Optiplex 7010	H3QNRW1	Functional Expired Warranty

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<u>Remarks:</u>
L3UB541968
Auditor records updated by: _____ Date: _____

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