







**County of El Dorado  
Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: \_\_\_\_\_ Transfer to index code: \_\_\_\_\_

Department: 1800000 RECORDER CLERK                      Department: \_\_\_\_\_

Approved (Dept Head) \_\_\_\_\_ Date 1/29/19                      Approved (Dept Head) \_\_\_\_\_ Date \_\_\_\_\_

Specific location (address): 360 FAIR LANE BLDG B

Where in facility? FRONT OFFICE AND SCANNING ROOM

First contact person: CYNTHIA STUPEK                      Phone: 621-6592

Second contact person: CATRINA CHRISTENSEN                      Phone: 621-5493

Cty Tag #	Description	Serial/VIN #	Condition
NONE	WOODEN CREDENZA	NONE	GOOD
NONE	WOODEN CABINET	NONE	GOOD
NONE	HP LASERJET 55550 PRINTER	S/N MY29LIP04X	GOOD
NONE	HARMON/KARDO SPEAKER SYSTEM (3 COMPONENTS)	S/N C055682	GOOD
NONE	PAPER TRAY FOR UNDER PRINTERS	NONE	GOOD
NONE	HP LASERJET 4000T	USSCO55682	BROKEN
NONE	MISC. COMPUTER POWER CORDS AND ITEMS	NONE	GOOD
NONE	MISC OFFICE SUPPLIES	NONE	GOOD
None	LARGE WOODEN OFFICE DESK	None	Good
None	2 - RUST/ORANGE CHAIRS	None	Good
None	LOT WOODEN TABLE	None	Good
None	Office 3 drawer file cabinet	None	Broken
None	Wooden <del>Panel</del> Mirror	None	Broken
None	CORK Bulletin Board	None	OK

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	2/8/19
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
Auditor records updated by: _____ Date: _____

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















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Property Transfer Request**

**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department:	Department:
Approved (Dept Head)                       Date <u>2.12.19</u>	Approved (Dept Head)                      Date

Specific location (address): 3974 DUROCK RD SHINGLE SPRINGS

Where in facility? BY BACK EMPLOYEE ENTRANCE, CLASSROOM, HNSA OFFICE, PAULS OFFICE

First contact person:	Phone:
Second contact person:	Phone:

*Handwritten mark*

Cty Tag #	Description	Serial/VIN #	Condition
104947	Optiplex 780 PC <i>Backdoor</i>	H5MYHQ1	OLD
106297	OPTIPLEX 9020 PC <i>Backdoor</i>	G0T5GZ1	OLD
107227	OPTIPLEX 3020 PC	BBCM842	OLD
106606	OPTIPLEX 9020 PC	GP54M02	OLD
107228	OPTIPLEX 3020 PC	BBC5842	OLD
106298	OPTIPLEX 9020 PC	G0T7GZ1	OLD
106302	OPTIPLEX 9020 PC	G0V3GZ1	OLD
107229	OPTIPLEX 3020 PC	BBFQ842	OLD
105887	OPTIPLEX 7010 PC	D348FX1	OLD
106299	OPTIPLEX 9020 PC	G0T8GZ1	OLD
106604	OPTIPLEX 9020 PC	GP75M02	OLD
106298	OPTIPLEX 9020 PC	G0T7GZ1	OLD
107230	OPTIPLEX 3020 PC	BBDP842	OLD
106294	OPTIPLEX 9020 PC	GOV4GZ1	OLD
106609	OPTIPLEX 9020 PC	GP71M02	OLD
107226	OPTIPLEX 3020 PC	BBDM842	OLD
106606	OPTIPLEX 3020 PC	GP54M02	OLD
104614	OPTIPLEX 780 PC	HL86BP1	OLD
106300	OPTIPLEX 3020 PC	G0T4GZ1	OLD
106303	OPTIPLEX 3020 PC	G0S8GZ1	OLD
107219	OPTIPLEX 9020 PC	BBDR842	OLD

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Approved (Dept Head) _____ Date <u>2.12.19</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 3974 DUROCK ROAD SUITE 205 SHINGLE SPRINGS

Where in facility? \_\_\_\_\_

First contact person: _____	Phone: _____
Second contact person: _____	Phone: _____

*Handwritten initials*

Cty Tag #	Description	Serial/VIN #	Condition
N/A	HP ENVOY PRINTER 5539 <i>CCC</i>		OLD
N/A	DELL C2660DN PRINTER <i>CCC</i>	6QL5WW1	BROKEN
N/A	PLANET NETWORK SWITCH 910HP <i>P-IT</i>	AK30165300136	DEFECTIVE
N/A	BOX OF MISC KEYBOARDS\MICE\MONITOR STANDS <i>P-IT UPSTAIRS</i>		DEFECTIVE
N/A	BOX OF MEMORY\VIDEO CARDS <i>P-IT UPSTAIRS</i>		DEFECTIVE
N/A	19" MONITOR <i>P-IT UPSTAIRS</i>		DEFECTIVE
N/A	SONY 20" TUBE TV <i>P-IT UPSTAIRS</i>		OLD
N/A	3X BOXES OF CABLES\CORDS <i>P-IT UPSTAIRS</i>		OLD
N/A	2X ALIBI DVRS <i>P-IT UPSTAIRS \ BROKEN</i>		OLD
104948	OPTIPLEX 780 PC <i>CCC - Gray office</i>	H5MXHQ1	OLD
104616	OPTIPLEX 780 PC <i>P</i>	HL8W9P1	OLD
104632	OPTIPLEX 780 PC <i>↓</i>	HL8T9P1	OLD
105053	LATITUDE 6420 LAPTOP <i>P-IT</i>	FX7GDS1	DEFECTIVE
NA	MISC KEYBOARDS X3 <i>P-IT</i>		DEFECTIVE

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