

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 531307		Transfer to index code:	
Department: Human Services		Department:	
Approved (Dept Head) <i>Robert Walker Conroy</i>	Date <i>6/6/13</i>	Approved (Dept Head)	Date
Specific location (address): 937 Springs St Placerville			
Where in facility? Kitchen			
First contact person: Carmen Coleman		Phone: (530) 621-6162	
Second contact person: Miguel Miranda		Phone: (530) 621-6136	

Cty Tag #	Description	Serial/VIN #	Condition
23608	Mixer Hobart L 800	11-456080	Poor
<p><i>NOTE: this item is going to be pick by the company who delivery the new equipment.</i></p>			

Routing of PTR Form	N/A or Date	Remarks:	
Sent to Auditor/Purchasing			
Posted to Intranet			
Board Approval			
Pick-up by Contractor			
Copy to Auditor			
		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: 531307	Transfer to index code:
Department: Human Services	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>6/6/13</i>	Approved (Dept Head) _____ Date _____

Specific location (address): South Lake Tahoe

Where in facility? Kitchen at Senior Center

First contact person: Susie Rust Phone: (530) 573-3130

Second contact person: Miguel Miranda Phone: (530) 621-6136

Cty Tag #	Description	Serial/VIN #	Condition
104520	Convection Steamer	J102627-1-1	Poor
<i>NOTE: this item is going to be pick by the company who delivery the new equipment. -</i>			

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Posted to Intranet			
Board Approval			
Pick-up by Contractor			
Copy to Auditor		Auditor records updated by: _____	Date: _____

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