

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: HHS A	Department:
Approved (Dept Head) Date 7-9-20	Approved (Dept Head) Date

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Sarah Royer Phone: 642-7319

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	3 -Dell 1908WFPf monitors		Functional Expired Warranty
	Dell P1913t monitors		Broken Not Functional
	Dell P1913b monitor		Functional Expired Warranty
	Dell 2007FPb monitor		Functional Expired Warranty
	Dell P1911t monitor		Functional Expired Warranty
	2-Dell P190St monitors		Functional Expired Warranty
	3-Dell E198FPf(E190sf) monitors		Functional Expired Warranty
	Dell P1913Sb monitor		Functional Expired Warranty
	Dell 1908FPc monitor		Functional Expired Warranty
	Dell 1907FPf monitor		Functional Expired Warranty
	Dell 1909wb monitor		Functional Expired Warranty
	Dell P1913Sf monitors		Functional Expired Warranty
	2 Viewsonic VG2439Smh		Broken Not Functional
	1 Samsung TV Type no. LN26C450		Broken Not Functional
	9 used Dell Mice		Functional Expired Warranty
	9 used Dell Keyboards		Functional Expired Warranty
	48 Monitor stands		Functional Expired Warranty
	Dell P2419H monitor		Functional Expired Warranty
	Dell P2414Hb monitor		Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	7/15/20
Posted to Intranet	8/4/20
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., Copy-From Dept., Copy-Purchasing

**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>6-18-20</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Amy Higdon Phone: 642-4836

Second contact person: Sarah Royer Phone: 642-7319

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	CS-044 JVC Video Camera		Broken Not Functional
n/a	Several Office Chairs		Broken Not Functional
n/a	6-8 Side Chairs		Broken Not Functional
n/a	CS-367 Office Chair		Broken Not Functional
n/a	Large printing white board		Broken Not Functional
n/a	Assorted monitors - 20+		Broken Not Functional
n/a	Furniture system overhead cabinets assorted sizes x 7		Functional Expired Warranty
n/a	Boxes of miscellaneous electronic cables x 2		Broken Not Functional
n/a	Boxes of keyboards x 2		Broken Not Functional
n/a	Box of scanner parts		Broken Not Functional
n/a	Calculator		Broken Not Functional
n/a	Assorted Toner cartridges 1 64A and 3 for 2150CN		Functional Expired Warranty
n/a	Kodak Easy Share camera and case		Broken Not Functional
n/a	Sony Digital Mavica and case		Broken Not Functional
n/a	All in one docking station		Broken Not Functional
n/a	18 Furniture system surfaces		Functional Expired Warranty
105221	Furniture system overhead cabinet		Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>6/22/20</u>
Posted to Intranet	<u>8/4/20</u>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
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: HHSA	Department:
Approved (Dept Head) Date <u>7-16-20</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Sarah Royer Phone: 642-7319

Second contact person: _____ Phone: _____

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	32-17" HP L1750 monitors		Broken Not Functional
	HP laserjet 3015	CNBM237733	Broken Not Functional
105709	Fuji fi6130z scanner	SN #642171	Broken Not Functional
105716	Fuji fi6130z scanner	SN #642737	Broken Not Functional
105706	Fuji fi6130z scanner	SN #642095	Broken Not Functional
106468	Dell Optiplex 9020	DZLYK02	Functional Expired Warranty
106434	Dell Optiplex 9020	DZFWK02	Functional Expired Warranty
106432	Dell Optiplex 9020	DZFKV02	Functional Expired Warranty
106433	Dell Optiplex 9020	DZGSK02	Functional Expired Warranty
106437	Dell Optiplex 9020	DZDXK02	Functional Expired Warranty
106435	Dell Optiplex 9020	DZLVK02	Functional Expired Warranty
106436	Dell Optiplex 9020	DZMTK02	Functional Expired Warranty
106430	Dell Optiplex 9020	DZHTK02	Functional Expired Warranty
106431	Dell Optiplex 9020	DZDTK02	Functional Expired Warranty
106429	Dell Optiplex 9020	DZFTK02	Functional Expired Warranty
106428	Dell Optiplex 9020	DZHVK02	Functional Expired Warranty
106461	Dell Optiplex 9020	DZNVK02	Functional Expired Warranty
106460	Dell Optiplex 9020	DZKYK02	Functional Expired Warranty
106275	Dell Optiplex 9020	GOH4GZ1	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>7/20/20</u>
Posted to Intranet	<u>8/4/20</u>
Board Approval	
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Remarks: K6PG153462 (scanners)	
K6IC324194	
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: HHSA	Department:
Approved (Dept Head) <i>Zushe Anjell</i>	Approved (Dept Head)
Date <i>7/27/20</i>	Date

Specific location (address): 935 Spring street or 3057 Briw Road

Where in facility? basement or patio

First contact person: Sarah Royer Phone: 642-7319

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
101335	Laptop Dell Latitude D520	51XY0F1	Broken Not Functional
108051	Laptop Dell Latitude E6440	CTO 2Q1L662	Broken Not Functional
106452	Dell Optiplex 9020	DZDVK02	Functional Expired Warranty
106454	Dell Optiplex 9020	DZLWK02	Functional Expired Warranty
106450	Dell Optiplex 9020	DZLWK02	Functional Expired Warranty
106455	Dell Optiplex 9020	DZCYK02	Functional Expired Warranty
106457	Dell Optiplex 9020	DZNSK02	Functional Expired Warranty
106456	Dell Optiplex 9020	DZGYK02	Functional Expired Warranty
106453	Dell Optiplex 9020	DZGVK02	Functional Expired Warranty
106443	Dell Optiplex 9020	DZDSK02	Functional Expired Warranty
106446	Dell Optiplex 9020	DZHVK02	Functional Expired Warranty
106439	Dell Optiplex 9020	DZCZK02	Functional Expired Warranty
106442	Dell Optiplex 9020	DZGK02	Functional Expired Warranty
106440	Dell Optiplex 9020	DZDVK02	Functional Expired Warranty
106458	Dell Optiplex 9020	DZFYK02	Functional Expired Warranty
106438	Dell Optiplex 9020	DZJYK02	Functional Expired Warranty
106447	Dell Optiplex 9020	DZMSK02	Functional Expired Warranty
106441	Dell Optiplex 9020	DZDYK02	Functional Expired Warranty

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>7/30/20</i>
Posted to Intranet	<i>8/4/20</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u>
K7HG454832
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: EDSOIT	Department:
Approved (Dept Head) <i>J. D. V.</i> Date <i>7/23/20</i>	Approved (Dept Head) Date

Specific location (address): Special Opps Room IT CAGE
 Where in facility? 200 Industrial Placerville, 95667
 First contact person: Edward Morales Phone: 621-6048
 Second contact person: Cpt. Bryan Golmitz Phone: 621-5656

Cty Tag #	Description	Serial/VIN #	Condition
35787	Dell 745		<i>OLD</i>
101378	Dell 745		}
102370	Dell 745		
35788	Dell 745		
101376	Dell 745		
102721	Dell 745		
101363	Dell 745		
34147	Dell 620		
104171	Dell 780		
104186	Dell 780		
104155	Dell 780		
104180	Dell 780		
104153	Dell 780		
104177	Dell 780		
104166	Dell 780		
104178	Dell 780		
104154	Dell 780		
104181	Dell 780		
104162	Dell 780		
104183	Dell 780		

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>7/23/20</i>
Posted to Intranet	<i>8/4/20</i>
Board Approval	
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Remarks:	
	<i>Out of warranty</i>
Auditor records updated by:	Date:

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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:		Transfer to ORG code:	
Department: HHS		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>		<i>[Signature]</i>	
<i>7-16-20</i>			
Specific location (address): 937 Spring Street			
Where in facility? Room 46, room 43, hallway and craft room			
First contact person: Miguel Miranda		Phone: 621-6136	
Second contact person: sarah royer		Phone: 642-7319	

Cty Tag #	Description	Serial/VIN #	Condition
	Desk with return	CS931	<i>Poor</i>
	Desk with return	CS1046	<i>Poor</i>
	File Cabinet	10610	
	Table Beige without wheels		
	File Lateral 2 drws gray		
	File Later 2 drws Beige		
	2 - File cabinet 4 drws Beige		
	4 guest chairs green		
	Kiln		
	Pottery misc		

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Remarks:	
Auditor records updated by:	Date:

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