

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code: 2500000		Transfer to ORG code:	
Department: PROBATION		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	4/5/22		
Specific location (address): PROBATION MAIN: 3974 DUROCK ROAD, SUITE 205, SHINGLE SPRINGS, CA 95682			
Where in facility? TRAINING ROOM			
First contact person: LAURA DEHAAN		Phone: (530) 621-6093	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
N/A	(18) CLASSROOM TABLES WITH WHEELS		FAIR
N/A	CONNECTED LOBBY CHAIRS (4 CONNECTED) BLACK/GRA		GOOD
25135	GRAY OVERHEAD STORAGE FOR DESK W/ LIGHT		OLD
N/A	FAUX WOOD 2 DOOR CABINET		FAIR
N/A	LIGHT GRAY METAL STAND		GOOD
N/A	BLACK MONITOR STAND MODEL #VCR6-BK		GOOD
N/A	(3) GRAY OFFICE MASTER DEKS CHAIRS		FAIR
N/A	(2) YELLOW LOBBY CHAIRS		FAIR
N/A	(1) GRAY LOBBY CHAIR WITH WHEELS		FAIR
N/A	(1) BLUE LOBBY CHAIR WITH SLED BASE		FAIR
N/A	(1) GRAY LOBBY CHAIR WITH SLED BASE		FAIR
N/A	(1) LARGE PROJECTOR SCREEN APPROX 9X12		OLD
N/A	(2) SMALL PROJECTOR SCREEN 5X8 WITH CASE		OLD
N/A	(3) KEYBOARD TRAYS		GOOD
N/A	(2) PORTABLE SNEEZE GUARDS/CLEAR DIVIDERS		GOOD

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	4/11/22	
Posted to Intranet	4/14/22	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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



ORIGINAL

EWASTE

Nº 25 -- 5413

**County of El Dorado  
Property Transfer Request**

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

Transfer from ORG code: 2500000	Transfer to ORG code:
Department: Probation	Department:
Approved (Dept Head)                       Date <b>4/9/22</b>	Approved (Dept Head)                      Date

Specific location (address): Probation Main: 3974 Durock Road, Suite 205, Shingle Springs, CA 95682

Where in facility? Training room

First contact person: Laura DeHaan                      Phone:

Second contact person: Paul Lewis                      Phone:

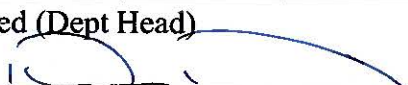
Cty Tag #	Description	Serial/VIN #	Condition
N/A	(4) DELL KEYBOARDS		OLD
N/A	(3) LOGITECH KEYBOARDS		OLD
N/A	(3) HP KEYBOARDS		OLD
N/A	(13) MICROSOFT KEYBOARDS		OLD
N/A	(11) MICROSOFT MICE (W/WIRE)		OLD
N/A	(8) LOGITECH WIRELESS MICE		OLD
N/A	MISC COMPUTER CABLES (SMALL BOX WORTH)		OLD
N/A	(1) SET OF DELL COMPUTER SPEAKERS		OLD
N/A	(1) SET LOGITECH COMPUTER SPEAKERS		OLD
N/A	(1) DELL COMPACT DVD PLAYER		UNKNOWN
N/A	(2) DELL DOCKING STATIONS		UNKNOWN
N/A	(3) LINKSYS WIRELESS CARDS		UNKNOWN
N/A	(1) LAPTOP SECURITY KIT		NEW

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing	<b>4/11/22</b>	
Posted to Intranet	<b>4/14/22</b>	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:



County of El Dorado  
Property Transfer Request

Surplus                       Trade-In                       Inter-Department Transfer

Transfer from ORG code: 2500000	Transfer to ORG code:
Department: Probation	Department:
Approved (Dept Head)  Date 4/5/22	Approved (Dept Head) Date

Specific location (address): 3974 Durock Road Suite 205

Where in facility? Durock training

First contact person: Paul Lewis	Phone:
Second contact person:	Phone:

Cty Tag #	Description	Serial/VIN #	Condition
108825	Optiplex 7040	1ZQMKH2	Dead
✓ 109521	OPTIPLEX 3060 MICRO	4R47FX2	DEAD
✓ 103781	HP LASER PRINTER 2025	SCN65B10624	BROKEN
<del>105792</del>	<del>BELL 2150 CDW PRINTER (AT TAHOE)</del>	<del>7TWXGV1</del>	<del>BROKEN</del>
✓ 108825	Bell OPTIPLEX 7040	1ZQMKH2	DEAD
105139	IPAD?	0MPHY0DZNOT	
✓ N/A	HP 23" MONITOR	3CM7451 BW7	BROKEN
W/A	FELLOWS SHREDDER		BROKEN


Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	4/11/22
Posted to Intranet	4/14/22
Board Approval	
Pick-up by Contractor	
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<b>Remarks:</b>	
Auditor records updated by:	Date:



# ORIGINAL

Nº            -- 9447

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code:		Transfer to ORG code:	
Department: Auditor-Controller		Department:	
Approved (Dept Head) 	Date	Approved (Dept Head)	Date
Specific location (address): <u>360 Fair Lane</u>			
Where in facility? <u>Upstairs office - AP division and conference room</u>			
First contact person: <u>Sonja Cook</u> 		Phone: <u>621-5421</u>	
Second contact person: <u>Melanie Young</u>		Phone: <u>621-5633</u>	

Cty Tag #	Description	Serial/VIN #	Condition
	Metal Bookshelf		Good
	Office chairs x3		Ok
	Plastic Shelving Unit		Good
	Monitor x1		Broken
	Solid Chairs x4		OK
	Small filing cabinet		Ok
	HP Printer Laserjet Pro 8600		Broken
	Dell keyboard		Broken

<b>Routing of PTR Form</b>	<u>N/A or Date</u>	<b>Remarks:</b>     Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	<u>4/1/22</u>	
Posted to Intranet	<u>4/14/22</u>	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		

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# ORIGINAL

N<sup>o</sup>        -- 1558

### County of El Dorado Property Transfer Request

 Surplus                       Trade-In                       Inter-Department Transfer

Transfer from ORG code: 243210                      Transfer to ORG code:

Department: EDSO TAHOE JAIL                      Department:

Approved (Dept Head) <i>Kowalski 4/13/22</i>	Date <i>4/15/22</i>	Approved (Dept Head)	Date
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Specific location (address): 1051 Altahoe Blvd

Where in facility? Sally Port/Kitchen

First contact person: *Meth Alexander*                      Phone: *3039*Second contact person: *Shay McFarland*                      Phone: *3039*

Cty Tag #	Description	Serial/VIN #	Condition
	Beige 3 drawer file cabinet		ok
16349	Beige 4 drawer file cabinet		poor
	Beige 2 drawer file cabinet		ok
6646	Beige 4 drawer file cabinet		ok
	Red Chair		ok
	3 Office chairs		poor
15524	Desk		poor
	Black 4 drawer file cabinet		good
	Big desk w/light		good
	4 tier wire shelf		good
	Sm desk		poor
	TV	EWC19T5	old
	4 grey chairs		good
	5 tier wire shelf		good
	4 tier wire shelf		good
	3 tier wire shelf		broken
	fan		good
	9 black chairs		
	Steam Kettle		broken
	Fryer		broken

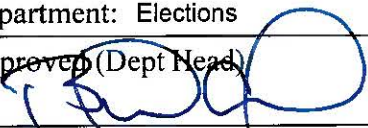
Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>4/6/22</i>
Posted to Intranet	<i>4/14/22</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 1900000		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
		3-21-22	
Specific location (address): 2850 Fairlane Ct			
Where in facility? Elections Department Back Room & Stairwell			
First contact person: Cynthia Morrison		Phone: 621-7481	
Second contact person: Linda Webster		Phone: 621-7483	

Cty Tag #	Description	Serial/VIN #	Condition
34857	Labeler	41A061802780	Good
	Camera	12177401	Good
	4 Dell Keyboards		Good
	4 HP Mice		Good
	1 System's Log Book		Good
	1 Condensed Operator's Manual(Printer)		Good
	1 GEMS/AccuVote Manual		Good
	1 DIMS-NeT User's Guide		Good
	1 eCommerce Development: Business to Consumer		Good
	1 PC Anywhere Manual		Good
	1 DIMS Advanced Ballot Count System Operator's Manual		Good
	1 Official Election Mail Guidelines		Good
	1 Label Card Installation/Operator's/Programming		Good
	1 Quick Service Guide USPS		Good
	1 Backup Exec For Windows NT		Good
	1 Clipper Compiler Manual		Good
	Oak bookcase (36"wx12"Dx73"H)	5 shelves	Good.
	Bookcase is in Stairwell Bldg.C. Basement.		

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Posted to Intranet	4/14/22
Board Approval	
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Copy to Auditor	

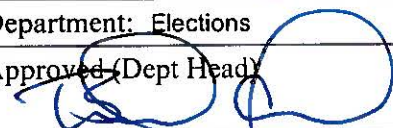
Remarks:	Date:
Auditor records updated by:	

**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



# ORIGINAL

N 1 8098

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 1900000		Transfer to index code:	
Department: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
		3-21-22	
Specific location (address): 2850 Fairlane Ct			
Where in facility? Elections Department Back Room & Stairwell			
First contact person: Cynthia Morrison		Phone: 621-7481	
Second contact person: Linda Webster		Phone: 621-7483	

Cty Tag #	Description	Serial/VIN #	Condition
101779	Desktop PC Unit (windows 7)	2TNLLF1	Good
101420	Desktop PC Unit "	3V9B6F1	Good
101914	Desktop PC Unit "	DCXDTF1	Good
103875	Desktop PC Unit "	9XCQBP1	Good
	Desktop PC Unit "	4QLLQ22	Good
	Desktop PC Unit "	4Q8PQ22	Good
105832	Desktop PC Unit "	71HNDX1	Good
105916	Desktop PC Unit "	9FMXSW1	Good
105396	Desktop PC Unit "	B6THPW1	Good
106323	Desktop PC Unit "	H9Q4GZ1	Good
106134	Desktop PC Unit "	7VRX9Z1	Good
106316	Desktop PC Unit "	H9N3GZ1	Good
106310	Desktop PC Unit "	H9P7GZ1	Good
106306	Desktop PC Unit "	H9N6GZ1	Good
106304	Desktop PC Unit "	H9N4GZ1	Good
106309	Desktop PC Unit "	H9P6GZ1	Good
107328	Desktop PC Unit "	8V1S942	Good
107588	Desktop PC Unit "	8ZW2F42	Good
107737	Laptop	5X07S32	Good
EL104066	Printer	CNB2738792	Good
Printer	Printer	CNRXR80911	Good

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Posted to Intranet	4/14/22
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
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








# ORIGINAL

No FR - 021722

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code:		Transfer to ORG code:	
Department: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	03/29/2022		

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

Where in facility? PHF Basement

First contact person: Grant Webber

Phone: 530-642-7222

Second contact person: Amy Higdon

Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
103971	SYSTEM FURNITURE		Functional
N/A	GRAY OFFICE CHAIR		Broken
N/A	BLACK OFFICE CHAIR		Broken
N/A	GRAY OFFICE CHAIR		Functional (Poor)
N/A	KEYBOARD TRAYS	(2 TOTAL)	Broken
N/A	PRINTER ROLLERS		Functional (New)
N/A	TARGUS TABLET CASES	(5 TOTAL)	Functional
N/A	TABLET BAGS	(2 TOTAL)	Functional
N/A	CLOCK		Broken
N/A	BLUE MESH OFFICE CHAIR		Functional (Poor)
N/A	BLOOD DRAW CHAIR		Functional
N/A	BROWN LEATHER SIDE CHAIR	(2 TOTAL)	Functional (Poor)
N/A	BLUE OFFICE CHAIR (W/O ARMS)		Functional (Poor)
N/A	FELLOWES FOOTREST		Broken
N/A	PURELL SANITIZER DISPENSER		Broken
N/A	PERSONNEL WHITEBOARD		Functional
N/A	TAN LEATHER SIDE CHAIRS	(2 TOTAL)	Functional (Poor)
N/A	GRAY OFFICE CHAIR		Broken
N/A	WOOD 2 DRAWER LATERAL CABINET		Functional (Poor)
N/A	GRAY OFFICE CHAIR		Broken
N/A	WOOD SHELF		Functional (Poor)

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	4/1/22
Posted to Intranet	4/14/22
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
Auditor records updated by:	Date:

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# ORIGINAL

No FR - 041022

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
<input type="checkbox"/> <b>Inter-Department Transfer</b>			
Transfer from ORG code:		Transfer to ORG code:	
Department: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	04/13/2022		

Specific location (address): 935 and 937 Spring St. Placerville, CA 95667

Where in facility? PHF Basement, 937 Conference Room, Craft Room

First contact person: Grant Webber

Phone: 530-642-7222

Second contact person: Amy Higdon

Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
N/A	ASSORTED MONITOR STANDS		Functional
N/A	GRAY LEATHER SIDE CHAIRS	(6 TOTAL)	Functional
N/A	BLACK OFFICE CHAIR		Functional
N/A	GRAY OFFICE CHAIR	(2 TOTAL)	Functional
N/A	BLACK OFFICE CHAIR W/O ARMS		Functional
N/A	4X8 FT PANELING AND TRIM	(3 TOTAL)	Functional
N/A	8 FOOT SHELF		Functional
N/A	ASSORTED CARDBOARD BOXES (NOT BROKEN)		Functional
N/A	5.5 FT STRAIGHT DESK		Broken
N/A	6 FT FOLDING TABLE		Functional
N/A	CHAIR FLOOR MAT		Broken
N/A	KEYBOARD TRAY PARTS		Broken
N/A	CANON MP21D ADDING MACHINE		Broken
N/A	WOOD CABINET W/ DOORS	(937 CONFERENCE ROOM)	Functional
N/A	BLUE SIDE CHAIR	(937 CONFERENCE ROOM)	Functional
N/A	BLUE OFFICE CHAIR	(937 CONFERENCE ROOM)	Functional
N/A	GREEN OFFICE CHAIR	(937 CONFERENCE ROOM)	Functional
N/A	2X3 FT SIDE TABLE	(937 CONFERENCE ROOM)	Functional
N/A	VARIABLE SPEED POTTERS WHEEL	(937 CRAFT ROOM)	Functional
N/A	CERAMICS KILN	(937 CRAFT ROOM)	Functional
N/A	BINDING MACHINE		Functional

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<b>Remarks:</b>	
Auditor records updated by:	Date:

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<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
<input type="checkbox"/> <b>Inter-Department Transfer</b>			
Transfer from ORG code:		Transfer to ORG code:	
Department: HHS A		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
04/13/2022			

Specific location (address): 3057 Briw Rd. Ste A, Placerville, CA 95667

Where in facility? Room 16

First contact person: Grant Webber

Phone: 530-642-7222

Second contact person: Amy Higdon

Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
35652	HP LASERJET 2840 PRINTER	CNHC69V003	Functional
107888	Dell Optiplex 3020	F9BKV52	Functional Expired Warranty
106615	Dell Optiplex 3020	GNVDL02	Functional Expired Warranty
108410	Dell Optiplex 3020	9NTMGB2	Functional Expired Warranty
108407	Dell Optiplex 3020	9NVNGB2	Functional Expired Warranty
108413	Dell Optiplex 3020	9NWNGB2	Functional Expired Warranty
106190	Dell Latitude E6530	4225YY1	Functional Expired Warranty
103955	Laptop Latitude E6410	HQ034Q1	Functional Expired Warranty
107948	Laptop Dell E6440	9013462	Functional Expired Warranty
107951	Laptop Dell E6440	FDPR462	Functional Expired Warranty
N/A	BROTHER INTELLIFAX 2820		Functional Expired Warranty
N/A	SHARP VC-H810 VCR		Functional Expired Warranty
N/A	RADIO SHACK MPS-31 SPEAKER		Functional
N/A	DELL E198WFPV MONITORS	(2 TOTAL)	Functional Expired Warranty
N/A	VIEWSONIC VIEWPANEL VG150B MONITOR		Functional Expired Warranty
N/A	FENDER SPEAKERS		Functional Expired Warranty
N/A	DELL 946 PRINTER		Functional Expired Warranty
N/A	VERIZON 4G JETPACK		Functional Expired Warranty
N/A	DELL DISPLAYLINK D3000	1402001888	Functional Expired Warranty
N/A	DELL 1908FPC 19 INCH SQUARE MONITORS	(2 TOTAL)	Functional Expired Warranty
N/A	DELL 1909W 19 INCH MONITORS	(3 TOTAL)	Functional Expired Warranty

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Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
IT ticket for hard drive removal: M4DF5A4249	
Auditor records updated by:	Date:

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# ORIGINAL

No IT - 020122

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code:		Transfer to ORG code:	
Department: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	03/29/2022		

Specific location (address): 3057 Briw Rd. Ste A. Placerville, CA 95667

Where in facility? Room 16

First contact person: Grant Webber

Phone: 530-642-7222

Second contact person: Amy Higdon

Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
108425	Dell Optiplex 3020	8G4YGB2	Functional Expired Warranty
105580	Dell Optiplex 7010	H2TLRW1	Functional Expired Warranty
109072	Dell Latitude 5480	33XJ4M2	Broken
108159	Dell Optiplex 3020	JMBF382	Functional Expired Warranty
108434	Dell Optiplex 3020	8G51HB2	Functional Expired Warranty
108432	Dell Optiplex 3020	8G4XGB2	Functional Expired Warranty
108654	Dell Optiplex 3040	J9SWMD2	Functional Expired Warranty
106407	Dell Latitude 15 5000	4GJHXZ1	Functional Expired Warranty
N/A	IRONKEY ENCRYPTED FLASH DRIVE	1006089	Functional Expired Warranty
N/A	IRONKEY ENCRYPTED FLASH DRIVE	1006061	Functional Expired Warranty
N/A	DELL P1911T 19 INCH MONITOR		Functional Expired Warranty
N/A	ICRAIG IPOD CLOCK/STEREO		Functional
N/A	HP L1750 17 INCH MONITOR		Functional Expired Warranty
N/A	DELL 1905FP 19 INCH SQUARE MONITOR		Functional Expired Warranty
N/A	KYOCERA DURA FORCE CELL PHONE		Functional Expired Warranty
N/A	SWINGLINE ELECTRIC STAPLER		Broken
N/A	SAMSUNG GALAXY S7		Functional Expired Warranty
N/A	DELL 1909WF 19 INCH MONITOR		Functional Expired Warranty
N/A	SAMSUNG SM-B690V FLIP PHONE		Functional Expired Warranty
N/A	VERIZON MIFI		Broken
N/A	SHARP COMPET QS-2760 CALCULATOR	0D012875	Broken

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<b>Remarks:</b>	
M2TF42558A	
Auditor records updated by:	Date:

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## 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: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	04/13/2022		
Specific location (address): 3057 Briw Rd to be moved to			
Where in facility? 935 Spring St - PHF basement			
First contact person: Jill Rubin		Phone: 642-7303	
Second contact person: Amy Higdon		Phone: 642-4836	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
104929	Dell 790	4DDFMS1	Broken Not Functional
105342	Dell Optiplex 7010	3JZVYV1	Broken Not Functional
105345	Dell Optiplex 7010	3JSWYV1	Broken Not Functional
105365	Dell Optiplex 7010	4VY9YV1	Broken Not Functional
105765	ipad	SDMPKDJ09F18P	Functional Expired Warranty
105822	Samsung Tablet	HZ0V91DD100374	Functional Expired Warranty
108170	Dell 3020	3H5S382	Broken Not Functional
108439	Dell Venue 11	CHBPQ62	Broken Not Functional
108442	Dell Venue 11	GNRPQ62	Broken Not Functional
108465	Dell Venue 11	GH03T22	Broken Not Functional
108466	Dell Venue 11	J603T22	Broken Not Functional
108468	Dell Venue 11	5R13T22	Broken Not Functional
108469	Dell Venue 11	5103T22	Broken Not Functional
108470	Dell Venue 11	7D03T22	Broken Not Functional
107372	Dell Latitude 14 5000	HPZ0P32	Broken Not Functional

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b> K1HH373768  Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	4/14/22	
Posted to Intranet	4/14/22	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		

**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  
22-0737 A 21 of 22

# ORIGINAL

No IT - 030122

<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from ORG code:		Transfer to ORG code:	
Department: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	03/29/2022		

Specific location (address): 3057 Briw Rd. Ste. A. Placerville, CA 95667

Where in facility? Room 16

First contact person: Grant Webber

Phone: 530-642-7222

Second contact person: Amy Higdon

Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
108249	Dell Optiplex 3020	DQKBFB2	Functional Expired Warranty
108445	Dell Optiplex 3020	8J12HB2	Functional Expired Warranty
104543	Lexmark 2400 Series Form Printer	S9J68090	Functional Expired Warranty
N/A	DELL E198WFP 19 INCH MONITOR		Broken
N/A	SAMSUNG GALAXY S8		Broken
N/A	SAMSUNG GALAXY S9		Broken
N/A	SAMSUNG GALAXY S8		Broken
N/A	HP JET DIRECT EW2500		Functional Expired Warranty
N/A	DELL P190ST 19 INCH SQUARE MONITORS	(2 TOTAL)	Functional Expired Warranty
N/A	LOGITECH USB HEADSET		Broken
N/A	KOSS HEADPHONES	(2 TOTAL)	Functional
N/A	DELL 1905FP 19 INCH SQUARE MONITOR		Functional Expired Warranty
N/A	DELL 1908FPC 19 INCH SQUARE MONITOR		Functional Expired Warranty
N/A	DELL P1911T 19 INCH MONITOR		Functional Expired Warranty
N/A	LEXMARK 2400 SERIES FORM PRINTER		Functional Expired Warranty
N/A	LEXMARK 2400 SERIES FORM PRINTER		Functional Expired Warranty
N/A	ASSORTED CABLES/CORDS		Functional
N/A	DELL E1911C 19 INCH MONITOR		Functional Expired Warranty
N/A	DELL 1909WB 19 INCH MONITOR		Functional Expired Warranty
N/A	DELL 1909WB 19 INCH MONITOR		Functional Expired Warranty
N/A	COBY ELITE HEADPHONES		Functional Expired Warranty

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	4/1/22
Posted to Intranet	4/14/22
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Cell phones to be destroyed via shredding service	
Hard drives on computers pulled on IT ticket M3UH3654A3	
Auditor records updated by: _____	Date: _____

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