

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 306500		Transfer to index code:	
Department: Transportation		Department:	
Approved (Dept Head) <i>Kimberly A Keen</i>	Date <i>5/7/12</i>	Approved (Dept Head)	Date
Specific location (address): Greenwood yard, Greenwood, CA			
Where in facility? Warehouse			
First contact person: Julianne Melchor		Phone: 621-5910	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
None	Two plan holders	None	Good
None	Supply cabinet	None	Good
None	Tall wooden bookcase	None	Fair

Routing of PTR Form	<u>N/A or Date</u>	Remarks: Proceeds from sale to be deposited back to index code 306500, user code 25000A.	
Sent to Auditor/Purchasing	<i>5/8/12</i>		
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

C.A.O.
 EL DORADO COUNTY
 2012 APR 13 PM 3:30

**County of El Dorado
 Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 307220		Transfer to index code:	
Department: Transportation (Fleet)		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>Janberly A Ken</i>	<i>4/12/12</i>		

Specific location (address): 2441 Headington Rd., Placerville

Where in facility? Fleet Services

First contact person: Julianne Melchor Phone: 621-5910

Second contact person: Regina Brown Phone: 642-4943

Cty Tag #	Description	Serial/VIN #	Condition
None	32 Continental SUV/truck tires, P265/70R17	None	New

<u>Routing of PTR form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Purchasing Pick-Up		
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

rec'd
4/24/12
3:50PM BHR

N^o 30 -- 1137

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 307131	Transfer to index code:
Department: Transportation (Airports)	Department:
Approved (Dept Head) <i>Kimberly A Keen</i>	Date <i>4/27/12</i>
Approved (Dept Head)	Date

Specific location (address): 3501 Airport Road, Placerville

Where in facility? Storage unit

First contact person: Julianne Melchor

Phone: 621-5910

Second contact person: Brian Burgess

Phone: 622-0459

Cty Tag #	Description	Serial/VIN #	Condition
None	Petro Vend Fuel System: pump and fuel site controllers, other	Various	Poor
	computer equipment, monitor, keyboard and printer		
None	Adler-Royal typewriter, Satellite 4 model	AG D-8500	Poor
None	Three (3) guest chairs	None	Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	04/24/2012
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u> Proceeds from sale to be deposited back to index code 307131, user code 93100A.	
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: Multi	Transfer to index code:
Department: Transportation	Department:
Approved (Dept Head) <i>Kimberly A Ken</i>	Approved (Dept Head)
Date <i>5/7/12</i>	Date

Specific location (address): 2441 Headington Rd., Placerville

Where in facility? Yard

First contact person: Julianne Melchor	Phone: 621-5910
Second contact person: Kent Taylor	Phone: 642-4900

Cty Tag #	Description	Serial/VIN #	Condition
200503	Auto Crane Titan 25 Service Body (IC 306250)	25K-0705-047	Poor
200198	1991 International dump truck (IC 306200)	1HTGGRRXMH289886	Poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>5/3/12</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: Proceeds from sale to be deposited back to index code 306500, user code 25000A.	
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.



4/18/12

5803

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

409110

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HESA - Animal Services

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

OK Bailey
Quinn Miller County 4/25/12

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 415 placerville Pl Dr

Where in Facility? STE N

FIRST CONTACT PERSON: Jennifer Hamburg PHONE: 7637

SECOND CONTACT PERSON: Jim Sampson PHONE: 6137

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
31706	HP LASERTJET 9000	JPRJP00639	NOT working POOR

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____

DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)

PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: DHS (HHS A)	DEPARTMENT:
APPROVED (DEPT HEAD) DATE <i>Camille Walker</i> 4-19-2012	APPROVED (DEPT HEAD) DATE

ok
Becky

SPECIFIC LOCATION (ADDRESS): 3057 Briwrd A

Where in Facility? Patio

FIRST CONTACT PERSON: Jill Rubin PHONE: 7303

SECOND CONTACT PERSON: Becky Stiles PHONE: 4888

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
—	Lexmark 2400 printer	SN: GW 89993	Broken
—	Dell 968 printer	—	Broken
—	HP Deskjet 950c X2	—	Broken
—	HP monitor	—	Broken

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
 PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE) _____ TRANSFER TO (INDEX CODE) _____

DEPARTMENT: DHS (HHS) DEPARTMENT: _____

APPROVED (DEPT HEAD) _____ DATE 4-19-2012 APPROVED (DEPT HEAD) _____ DATE _____

OK Backlog

SPECIFIC LOCATION (ADDRESS): 3057 Brew Rd A

Where in Facility? Patio

FIRST CONTACT PERSON: Jill Rubin PHONE: 7303

SECOND CONTACT PERSON: Becky Stiles PHONE: 4885

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
-	2 Boxes chair arms	-	Broken
	Broken office equipment		Broken
	Mice, keyboards, calculators		Broken
	Broken chairs		Broken
	Shelf		Broken
	Printer cart		Full
	Computer cart		broken
	HP Laser jet OKA Toner		New
	micro cassette recorders		Broken

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Human Resources</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>[Signature]</u> DATE <u>5/4/12</u>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 330 Fair Lane Placerville CA 95667

Where in Facility? HR Storage Room

FIRST CONTACT PERSON: Lorraine Barber PHONE: 530-621-5573

SECOND CONTACT PERSON: Mitchell Applegarth PHONE: 530-621-6633

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
(4)	Plastic File Stackers		OK
(1)	Brother HL1240 Printer	U52581J0J613168	Broke
(5)	Video Tapes Choices		Outdated
(18)	Video Tapes-FMS		Outdated
(1)	Video Tapes	Icy Road Ahead	Outdated
(1)	When Fire Strikes - Video		Outdated
(10)	HR Legal Videos		Outdated
(5)	Leadership Videos		Outdated
(7)	Training Videos		Outdated

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <u>Human Resources</u>		DEPARTMENT:	
APPROVED (DEPT HEAD) <u>[Signature]</u>	DATE <u>5/4/12</u>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION (ADDRESS): 330 Fair Lane Placerville CA 95667

Where in Facility? HR Storage Room

FIRST CONTACT PERSON: Lorraine Barber PHONE: 530-621-5573

SECOND CONTACT PERSON: Mitchell Applegarth PHONE: 530-621-6633

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
(43)	HR Training Videos		Old - Outdated
(38)	HR Training Videos		Old - Outdated
(8)	Manager's Training Books		Old - Outdated
(9)	Health Compliance Binders ^{HIPPA}		Old Outdated
(24)	Budget and Safety Binders		Old - Outdated
(10)	Risk Management Binders ^{CSAC}		Old - Outdated

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY: _____
DATE: _____
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.
WHITE (AUDITOR) YELLOW (TO DEPT) PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Human Resources</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>[Signature]</u> DATE <u>5/4/12</u>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 330 Fair Lane, Placerville CA 95667

Where in Facility? HR Storage Room

FIRST CONTACT PERSON: Lorraine Barber PHONE: 530-621-5573

SECOND CONTACT PERSON: Mitchell Applegarth PHONE: 530-621-6633

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>(10) total</u>	<u>Dell Keyboards</u>	<u>CN-0N6250-71616-66D-0168</u>	<u>* old not Working</u>
<u>30173</u>	<u>HP Printer DeskJet 1220C</u>	<u>SG11L130TW</u>	<u>Leaking Ink</u>
<u>(1)</u>	<u>AE710 Typewriter</u>		<u>Out dated - Antiqu</u>
<u>(1)</u>	<u>Dell Monitor 1702FB</u>	<u>DS/NKR-08G152-47602-25N-AWAB</u>	
	<u>Desk Organizer</u>		<u>Good</u>
	<u>HP Deskjet 990ci</u>	<u>MY27T110BD</u>	<u>Not Working</u>
	<u>Metal Dividers</u>		<u>Good</u>
<u>(2)</u>	<u>Telephones and Headsets</u>	<u>(8)</u>	<u>Broken</u>
	<u>Computer Cords and 1 Mouse</u>		<u>Old</u>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY: _____
DATE: _____
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.
WHITE (AUDITOR) YELLOW (TO DEPT) PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE) 010000 TRANSFER TO (INDEX CODE) _____

DEPARTMENT: BOS DEPARTMENT: _____

APPROVED (DEPT HEAD) [Signature] DATE 4/17/12 APPROVED (DEPT HEAD) _____ DATE _____

SPECIFIC LOCATION (ADDRESS): 330 Fair Lane, Placerville

Where in Facility? Hall

FIRST CONTACT PERSON: Marcie MacFarland PHONE: 621-6687

SECOND CONTACT PERSON: _____ PHONE: _____

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>N/A</u>	<u>Chair</u>	<u>N/A</u>	<u>Broken</u>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
 PINK (FROM DEPT) GOLD (PURCHASING)

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 103310		Transfer to index code:	
Department: Information Technologies		Department: Surplus	
Approved (Dept Head) <i>Kelley Webb</i>	Date <i>5/7/12</i>	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane			
Where in facility? Surplus Area			
First contact person:		Phone:	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
	Misc Phone Parts	N/A	<i>Broken</i>
	Phone/Network Wire	N/A	<i>Scrap</i>
	HP Deskjet 952C Printer	N/A	<i>Broken</i>
	IBM Disk drive	31674	<i>old</i>
30697	CISCO 2980 SWITCH	S/N FOX055000G1	<i>old</i>
33396	DELL OPTIPLEX GX280 P4	S/N C309F61	<i>old</i>
33367	DELL OPTIPLEX GX280 P4	S/N BNQCD61	<i>old</i>
31477	SONY 17" FLAT SCREEN	S/N 4253552	<i>old</i>
32555	CISCO 2950 SWITCH	S/N FOC0722Y04W	<i>old</i>
27602	CISCO 2924 SWITCH	S/N FAB0446S2EW	<i>old</i>
29404	CISCO 2924 SWITCH	S/N FRB0406W1WW	<i>old</i>
29687	CISCO 2924 SWITCH	S/N FAB0507V0MB	<i>old</i>
27601	CISCO 2924 SWITCH	S/N FAB0446S3J6	<i>old</i>
29778	CISCO 2924 SWITCH	S/N FAB0503V294	<i>old</i>
30729	CISCO 2950 SWITCH	S/N FAB0520Q2FU	<i>old</i>
29762	CISCO 2950 SWITCH	S/N FAB0520Q2FU	<i>old</i>

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**

<input checked="checked" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 103310		Transfer to index code: <i>Surplus</i>	
Department: IT		Department: Surplus	
Approved (Dept Head) <i>Kelley Webb</i>	Date <i>4-25-12</i>	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane			
Where in facility? CAO - Purchasing			
First contact person: Terry Benton		Phone: 621-5389	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
29684	Cisco 2960 24-port Switch	FOC0450Z0AJ	Broken

Routing of PTR Form	<u>N/A or Date</u>	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**

<input checked="checked" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 103310		Transfer to index code: <i>Surplus</i>	
Department: IT		Department: Surplus	
Approved (Dept Head) <i>Keely Webb</i>	Date <i>4-25-12</i>	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane			
Where in facility? CAO - Purchasing			
First contact person: Terry Benton		Phone: 621-5389	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
30699	Cisco 2980 Switch	FOX055000M4	Broken

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 INTERDEPARTMENT POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Surveyor</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>[Signature]</u> DATE <u>4-16-12</u>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 360 Fair Lane

Where in Facility? Surveyor

FIRST CONTACT PERSON: Karen Hyder PHONE: 5121

SECOND CONTACT PERSON: Phil Mosbacher PHONE: 5320

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
NONE	Mayline VariTask	VT-B-2568 MODEL: 383 123	Good
NONE	green chair OFFICE MASTER	MODEL# 05302000	broken back & missing wheels
NONE	2 Tone green chair	unknown	broken back
NONE	Adding machine	08 E00920 1234	Function works but paper won't progress

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

DORADO COUNTY
2012 APR 10 PM 3:48

SURPLUS INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Surveyor</u>	DEPARTMENT:
APPROVED (DEPT HEAD) DATE <u>[Signature]</u> <u>4-16-12</u>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 360 Fair Lane

Where in Facility? Surveyor

FIRST CONTACT PERSON: Karen Hyder PHONE: 5121

SECOND CONTACT PERSON: Phil Mosbacher PHONE: 5320

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
NONE	electric 3 hole punch		broken
NONE	1 2003 monitor 1702FF Del 18"	086152-47605-33D	fair
34550	viewsonic monitor 20"	PSB054802173	Flickers
34676	Computer Dell	244 944	poor
NONE	External Hard Drive MAKTOR	05200	broken
31226	Computer Dell	541-969	poor
NONE	monitor 18" viewsonic	805418	poor fair
NONE	monitor 18" viewsonic	704005	poor fair
NONE	Yellow cabinet for under a desk	NONE	poor

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS INTERDEPARTMENT POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE) <p align="center" style="font-size: 1.2em;">340000</p>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <p style="font-size: 1.2em;">Development Services</p>	DEPARTMENT:
APPROVED (DEPT HEAD) DATE <p style="font-size: 1.2em;">Roger Trout 4-16-12</p>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 2850 FAIRLANE CT PLACVILLE CA BLDGC

Where in Facility? Cubicle across from Mel P.

FIRST CONTACT PERSON: Char Tim PHONE: x 5351

SECOND CONTACT PERSON: Roger Trout PHONE: x 5369

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
0	(13) Fax Modems	—	Obsolete
0	(4) Zip Drives	—	Obsolete
0	(4) Disc Drives	—	Obsolete
0	(2) Disc Drives	—	obsolete
0	Palm Treo Phone	PXV C07M7H1WW	Obsolete

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY: _____
DATE: _____
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.
WHITE (AUDITOR) YELLOW (TO DEPT) PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS INTERDEPARTMENT POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE) <p align="center" style="font-size: 1.2em;">340000</p>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <p style="font-size: 1.2em;">Development Services</p>	DEPARTMENT:
APPROVED (DEPT HEAD) DATE <p style="font-size: 1.2em;">Roger Trout 4-16-12</p>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 2850 Fairlane ct Placerville Bldg C

Where in Facility? Cubicle across from Mel P.

FIRST CONTACT PERSON: Char Tim PHONE: X 5351

SECOND CONTACT PERSON: Roger Trout PHONE: X 5369

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
Ø	⑨ HP JETDirect Network Cards	—	Broken
Ø	SWINGLINE Etec Stapler	270	Broken
Ø	Belkin Omni View Monitor Switch	FBNB14641	Obsolete
Ø	Compaq PDAs	4G08DW36712	Works
Ø	Compaq PDAs	4G08DW3670L	Works
Ø	Ethernet Switch	0545F2A20094	Broken
Ø	HP DDA	5G04300287	Works
Ø	②7 Network Cards	—	Obsolete
Ø	5 Computer Cards	—	Obsolete

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY: _____ DATE: _____
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.
WHITE (AUDITOR) YELLOW (TO DEPT) PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS INTERDEPARTMENT POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <i>ENV. MGMT</i>	DEPARTMENT:
APPROVED (DEPT HEAD) DATE	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): *Building C* *9000 SWA* *April 9, 2012*

Where in Facility? _____

FIRST CONTACT PERSON: *Tina Petersen* PHONE: *5321*

SECOND CONTACT PERSON: _____ PHONE: _____

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>103286</i>	<i>OPTICAL 500</i>	<i>14XDMB1</i>	<i>FAUL/OID</i>
<i>103238</i>	<i>MP HL4200</i>	<i>CND5270780</i>	<i>OID</i>
<i>103274</i>	<i>MP IPAQ</i>		<i>OID</i>
<i>103272</i>	<i>MP IPAQ</i>		<i>OID</i>
<i>103273</i>	<i>MP IPAQ</i>		<i>OID</i>
<i>103281</i>	<i>MP IPAQ</i>		<i>OID</i>
<i>103271</i>	<i>MP IPAQ</i>		<i>OID</i>
<i>101698</i>	<i>OPTICAL 500</i>		<i>BROKEN</i>
<i>—</i>	<i>14" DELL MONITOR</i>		<i>OID</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____

DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
 PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <i>ENV. MGMT</i>	DEPARTMENT:
APPROVED (DEPT HEAD) DATE	APPROVED (DEPT HEAD) DATE <i>Genie Silva April 19, 2012</i>

SPECIFIC LOCATION (ADDRESS): *Building C*

Where in Facility? *Tina's Office*

FIRST CONTACT PERSON: *Tina Patterson* PHONE: *5321*

SECOND CONTACT PERSON: _____ PHONE: _____

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>101749</i>	<i>OPTIPlex 755</i>	<i>1RPKLF1</i>	<i>VIDEO CARD Repair POWER SUPPLY Repair</i>
<i>103247</i>	<i>OPTIPlex 520</i>	<i>BNNV391</i>	<i>FAIR/OID</i>
<i>10303</i>	<i>OPTIPlex 520</i>	<i>FM322C1</i>	<i>FAIR/OID</i>
<i>—</i>	<i>HP mobile-printer</i>		<i>BROKEN</i>
<i>—</i>	<i>Buy cords, keyboards, mice</i>		
<i>103253</i>	<i>OPTIPlex 520</i>	<i>HSLQJ91</i>	<i>FAIR/OID</i>
<i>103293</i>	<i>OPTIPlex 520</i>	<i>32XQMB1</i>	<i>FAIR/OID</i>
<i>103246</i>	<i>OPTIPlex 520</i>	<i>6HNV391</i>	<i>FAIR/OID</i>
<i>103282</i>	<i>OPTIPlex 520</i>	<i>T2H6DB1</i>	<i>FAIR/OID</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

rec'd 11:20 am
4/20/12 BHR

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 306500	Transfer to index code:
Department: Transportation	Department:
Approved (Dept Head) <i>Kimberly A Ken</i> Date <i>4/19/12</i>	Approved (Dept Head) _____ Date _____

Specific location (address): Bldg. C, 2850 Fairlane Ct., Placerville

Where in facility? Second floor - empty office near CADD room

First contact person: Julianne Melchor

Phone: 621-5910

Second contact person: Linda Bloodsaw

Phone: 621-5930

Cty Tag #	Description	Serial/VIN #	Condition
None	Seth Thomas clock	None	Poor
None	Olympus digital camera, model FE-140	None	Poor
None	Swingline 3-hole punch	None	Poor
None	Stanley Bostick heavy-duty stapler	None	Poor
None	Stapler	None	Poor
None	3-ring binders - various sizes	None	Fair
None	Old engineering and business books	None	Old
None	Two HP 1050 facsimile machines (recalled by HP)	None	Poor
None	HP Officejet Proj K550 color printer	MY69561172	Poor
None	Sharp calculator	None	Poor
None	APC surge protector	None	Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/19/12</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: Proceeds from sale to be deposited back to index code 306500, user code 25000A.	
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

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

602100

TRANSFER TO (INDEX CODE)

DEPARTMENT:

Library

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

Jean Amos

4/18/12

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 345 Fair Lane Placerville CA 95667

Where in Facility? Inside Back door, Downstairs

FIRST CONTACT PERSON: David Taylor

PHONE: 621-5951

SECOND CONTACT PERSON: Deborah Raiche

PHONE: 621-5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
31772	Dell Dimension 8200	G8LTZ11	No HD/RAM
33459	Dell Optiplex Gx280	8V52J61	No HD
34054	Dell Optiplex Gx620	64CZ M81	No HD/RAM
34053	Dell Optiplex Gx620	44CZ M81	No HD/RAM
34043	Dell Optiplex Gx620	4DCZ M81	No HD/RAM
None	Box of Bad Keyboards and Dead Mice	None	Dead + Dying

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____

DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)

PINK (FROM DEPT) GOLD (PURCHASING)

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE) 602100 TRANSFER TO (INDEX CODE) _____

DEPARTMENT: Library DEPARTMENT: _____

APPROVED (DEPT HEAD) Jean Ames DATE 4/18/12 APPROVED (DEPT HEAD) _____ DATE _____

SPECIFIC LOCATION (ADDRESS): 345 Fair Lane placerville CA 95667
Where in Facility? Downstairs inside back door

FIRST CONTACT PERSON: David Taylor PHONE: 621-5951

SECOND CONTACT PERSON: Deborah Raiche PHONE: 621-5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
Green	HP Office Jet R40xi Scanner/Printer	SGF99E1RSW	Broken
Green	HP Office Jet Fax	US64QH101K	Dead
Green	HP DeskJet 952 C	MY11M1815Q	Dead
34035	Dell Optiplex GX620	6BCZ M81	Parted Out
34044	Dell Optiplex GX620	9DCZ M81	No HD/RAM
34062	Dell Optiplex GX620	66CZ M81	No HD/RAM
34041	Dell Optiplex GX620	JCC ZM81	No HD/RAM
34027	Dell Optiplex GX620	309 ZM81	No H/D RAM
32294	Gateway DS Profile 4	0030162403	Dead

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

5671

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST



SURPLUS



INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

602100

TRANSFER TO (INDEX CODE)

DEPARTMENT:

Library

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

Joan Aus

4/18/12

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 345 Fair Lane Placerville CA 95667

Where in Facility?

Downstairs, Inside Back door

FIRST CONTACT PERSON:

David Taylor

PHONE:

621-5951

SECOND CONTACT PERSON:

Deborah Raiche

PHONE:

621-5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
30927	Dell Optiplex GX240	FDB1811	No HD
32291	Gateway DS Profile 4	0030162400	No HD, Bad Video
33455	Dell Optiplex GX280	7T52J61	No HD/RAM
GREEN	Dell 17" CRT Monitor	MX-0419TG-47801-226-03	EH Works
30924	Dell Optiplex GX240	9DB1811	No HD
33158	HP Laserjet 1300n	CNBKD21627?	Broke
GREEN	7x15" FP Monitors	See Attached (7)	
34734	Dell Optiplex GX520	1CV0V91	No HD/RAM
34735	Dell Optiplex GX520	3CV0V91	No HD

PURCHASING USE ONLY

DATE

PICKUP BY
CENTRAL SERVICES

BOARD APPROVAL

PICKUP BY
AUCTIONEER

COPY TO AUDITOR

REMARKS:

AUDITOR RECORDS UPDATED BY:

DATE:

**ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS
AT START OF PROCESS. UPON COMPLETION COPIES WILL BE
DISTRIBUTED.**

WHITE (AUDITOR)

YELLOW (TO DEPT)

PINK (FROM DEPT)

GOLD (PURCHASING)

4/25/12

5735

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HHSA

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

Carroll Nelson 4-30-2012

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 935 Spring St

Where in Facility? Basement

FIRST CONTACT PERSON: Tim Sampson

PHONE: 6137

SECOND CONTACT PERSON: Jill Rubin

PHONE: 7303

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
35966	Dell OPTiplex 620	BBKL3D1	POOR
	16 17" Flat Panel pspsks		POOR
35348	Dell OPTiplex 620	8W8V3C1	POOR
35344	opt. plex 620	7R8V3C1	POOR
35021	opt. plex 520	54YWL31	POOR

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____

DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)

PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS **INTERDEPARTMENT** **POSTED TO EDCNET** _____

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <i>HUSA</i>	DEPARTMENT:
APPROVED (DEPT HEAD) DATE <i>Janil Wilson 4-30-2012</i>	APPROVED (DEPT HEAD) DATE

*OK
Becky*

SPECIFIC LOCATION (ADDRESS): _____
 Where in Facility? *935 Spring St Basement*
 FIRST CONTACT PERSON: *Tim Sampson* PHONE: *6137*
 SECOND CONTACT PERSON: *Jill Rubin* PHONE: *7303*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>33479</i>	<i>Dell Gx 280</i>	<i>9GXS641</i>	<i>Poor</i>
<i>33759</i>	<i>Dell Gx 280</i>	<i>34V2P71</i>	<i>Poor</i>
<i>33469</i>	<i>Dell Gx 280</i>	<i>DCXS661</i>	<i>Poor</i>
<i>33806</i>	<i>Dell Gx 280</i>	<i>8EV2P71</i>	<i>Poor</i>
<i>35216</i>	<i>Dell Gx 520</i>	<i>15165B1</i>	<i>Poor</i>
<i>34487</i>	<i>Dell Gx 520</i>	<i>8V6DJ91</i>	<i>Poor</i>
<i>34401</i>	<i>Dell Gx 520</i>	<i>8ZN8491</i>	<i>Poor</i>
<i>34453</i>	<i>Dell Gx 520</i>	<i>5F7JH91</i>	<i>Poor</i>
<i>34350</i>	<i>Dell Gx 520</i>	<i>6ZNB491</i>	<i>Poor</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
 DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
 PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HHS A

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

David Nelson 4-30-2012

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS):

Where in Facility? *935 Spring St. Basement*

FIRST CONTACT PERSON: *Tim Sampson*

PHONE: *6137*

SECOND CONTACT PERSON: *Jill Rubin*

PHONE: *7303*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>35219</i>	<i>Dell Gx 520</i>	<i>6Q16SB1</i>	<i>Poor</i>
<i>35220</i>	<i>Dell Gx 520</i>	<i>7R16SB1</i>	<i>Poor</i>
<i>34496</i>	<i>Dell Gx 520</i>	<i>8L7DJ91</i>	<i>Poor</i>
<i>34457</i>	<i>Dell Gx 520</i>	<i>3C75H91</i>	<i>Poor</i>
<i>34391</i>	<i>Dell Gx 520</i>	<i>4NNV391</i>	<i>Poor</i>
<i>33758</i>	<i>Dell Gx 280</i>	<i>J2V2P71</i>	<i>Poor</i>
<i>34473</i>	<i>Dell Gx 520</i>	<i>8F7JH91</i>	<i>Poor</i>
<i>34495</i>	<i>Dell Gx 520</i>	<i>7L7DJ91</i>	<i>Poor</i>
<i>34494</i>	<i>Dell Gx 520</i>	<i>6L7DJ91</i>	<i>Poor</i>

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____

DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)

PINK (FROM DEPT) GOLD (PURCHASING)

4/19/12

5734

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HHSA - EMS

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

Carol Miller-Conroy 4/25/12

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 935 Spring St

Where in Facility? Basement

FIRST CONTACT PERSON: Tim Simpson PHONE: 6137

SECOND CONTACT PERSON: Pat Lakey PHONE: 7580

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
35324	Dell Latitude D520	7VH5TCT	OUTDATED
	Laptop Docking Station & Monitor Stand	-	OK
34484	Dell Optiplex 520	2H7JH91	Poor
35346	Optiplex 620	858V3C1	Poor
35947	Dell Latitude D620	FP6Q3D1	Poor
35946	Dell Latitude D620	3P6Q3D1	Poor
NA	LAPTOP BAG Nylon	NA	OK

PURCHASING USE ONLY		DATE
PICKUP BY CENTRAL SERVICES		
BOARD APPROVAL		
PICKUP BY AUCTIONEER		
COPY TO AUDITOR		

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

4/19/12

5739

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST

SURPLUS INTERDEPARTMENT POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE) 409110 TRANSFER TO (INDEX CODE) _____

DEPARTMENT: HMSA Animal Services DEPARTMENT: _____

APPROVED (DEPT HEAD) [Signature] DATE 4/25/12 APPROVED (DEPT HEAD) _____ DATE _____

SPECIFIC LOCATION (ADDRESS): 935 Spring St

Where in Facility? Basement

FIRST CONTACT PERSON: Tim Sampson PHONE: 6137

SECOND CONTACT PERSON: Jennifer Hamburg PHONE: 7637

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
34769	Dell Laptop LATITUDE D510	8KSF5B1	POOR
31377	Dell OPTIPLEX GX400	FFS6K11	POOR
34480	Dell OPTIPLEX GX520	FI7JH91	POOR

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: _____

AUDITOR RECORDS UPDATED BY: _____
DATE: _____

ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

**COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST**

SURPLUS

INTER-DEPARTMENT

PURCHASING RECEIVED
12 MAY 11 PM 7:27

TRANSFER FROM (INDEX CODE) 241110		TRANSFER TO (INDEX CODE)	
DEPARTMENT: Sheriff		DEPARTMENT: Surplus	
APPROVED (DEPT HEAD)	DATE	APPROVED (DEPT HEAD)	DATE
<i>[Signature]</i>	<i>5/9/12</i>		

SPECIFIC LOCATION (ADDRESS): **300 Fair Lane, Placerville, CA 95667**

Where in Facility? **Armory – old jail**

FIRST CONTACT PERSON: **Sherry Bahlman** PHONE: **5690**

SECOND CONTACT PERSON: **Birk Johnson** PHONE: **6554**

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
----	DPMS Panther Arms A-15 .223-5.56mm	F051722K	Completely damaged

PURCHASING USE ONLY	DATE
PICK UP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICK UP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: *declare surplus for destruct*

AUDITOR RECORDS UPDATED BY:

DATE:

**ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS:
SURPLUS ONLY – PURCHASING & CONTRACTS
INTER-DEPARTMENT TRANSFERS – AUDITOR'S OFFICE**

WHITE (AUDITOR) YELLOW (TO DEPT)
PINK (FROM DEPT) GOLD (PURCHASING)

To Surplus 5-10-12