

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

| | |
|--|---------------------------------------|
| Transfer from index code: | Transfer to index code: |
| Department: Library | Department: |
| Approved (Dept Head) <i>[Signature]</i> Date <i>2/4/2015</i> | Approved (Dept Head) _____ Date _____ |

Specific location (address): Placerville Library 345 Fair Lane Placerville CA 95667
 Where in facility? Downstairs in the back hallway. Cabinets are downstairs in the library.
 First contact person: David Taylor Phone: 621-5951
 Second contact person: Deborah Raiche Phone: 621-5154

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|----------------------|-------------------|------------|
| GREEN | HP FAX 1240 | CN585GI6MR Q5620A | UNKNOWN |
| 35900 | DELL OPTIPLEX 745 | 8FCWYC1 | No HD |
| 102679 | DELL OPTIPLEX 760 | 3XNJYH1 | No HD |
| 101856 | DELL OPTIPLEX 755 | 7FK4NF1 | No HD |
| 101864 | DELL OPTIPLEX 755 | GFK4NF1 | No HD |
| 101858 | DELL OPTIPLEX 755 | DFK4NF1 | No HD |
| 101857 | DELL OPTIPLEX 755 | BFK4NF1 | No HD |
| 101861 | DELL OPTIPLEX 755 | 2GK4NF1 | No HD |
| 101855 | DELL OPTIPLEX 755 | 4FK4NF1 | No HD |
| 101862 | DELL OPTIPLEX 755 | 3GK4NF1 | No HD |
| 32289 | GATEWAY DS PROFILE 4 | 0030162398 | No HD |
| 32700 | GATEWAY DS PROFILE 5 | 0032949345 | No HD |
| 34051 | DELL OPTIPLEX GX620 | G3CZM81 | No HD |
| 101795 | DELL OPTIPLEX 755 | 22VLLF1 | No HD |
| 32699 | GATEWAY DS PROFILE 5 | 0032949344 | No HD |
| 32690 | GATEWAY PROFILE 5 | 1099496611 | No HD |
| 106234 | DELL 1355CNW PRINTER | WJF007783 | DEAD |
| 34560 | HP LASERJET 4250N | CNGXD31053 | BAD |
| 34562 | HP LASERJET 4250N | CNGXD28608 | DEAD |
| 30108 | HP LASERJET 2100M | USGN035446 | BAD |
| NONE | PART OF A METAL DESK | NONE | INCOMPLETE |

| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>2/4/15</i> |
| Posted to Intranet | <i>2/9/15</i> |
| 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: Multi | Transfer to index code: |
| Department: CDA - Transportation Division | Department: |
| Approved (Dept Head) <i>John M. Pedrotti</i> | Approved (Dept Head) |
| Date <i>2/6/15</i> | Date |

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

Where in facility? Basement - CDA Storage

First contact person: Julianne Melchor

Phone: (530) 621-5910

Second contact person: Pam Niebauer

Phone: (530) 621-5419

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|---------------------------------|---------------------------------|-----------|
| | INDEX CODE: 306110 | | |
| 100387 | Dell Latitude D520 Duo | G43HQB1 | Poor |
| 101134 | Computer - Dell Optiplex 745P | BINYZC1 | Poor |
| 103429 | Computer - Dell Optiplex GX520 | 2LNV391 | Poor |
| 101444 | Computer - Dell Optiplex 745 | HD21WD1 | Poor |
| 100313 | Computer - Dell Optiplex GX280P | 9KTKF61 | Poor |
| 100300 | Computer - Dell Optiplex GX280P | 7HTKF61 | Poor |
| 103412 | Computer - Dell Optiplex GX520P | 2VV34B1 | Poor |
| 100366 | Computer - Dell Optiplex GX620 | BKDQ391 | Poor |
| 100381 | Computer - Poweredge Server | 71QN6B1 | Poor |
| 100404 | Printer - HP Laserjet | CNGN164094 | Poor |
| 101027 | Printer - HP Inkjet 2800 | TH6595Z0PG | Poor |
| 100151 | Printer - HP Laserjet 850 | JPBLM45380 | Poor |
| 103447 | Printer - HP 8150 Laserjet | No Serial No. on Auditor's site | Poor |
| 100376 | Printer - HP Laserjet 5100 | CNGN151461 | Poor |
| 100392 | Computer - Dell Optiplex G520P | 3RNTN91 | Poor |
| 101827 | Computer - Dell Optiplex 755 | FRYHLF1 | Poor |
| 103405 | Dell Optiplex GX520 P | H4TTHC1 | Poor |
| | INDEX CODE: 306600 | | |
| 100249 | Computer - HP D330 | USW32701HD | Poor |

| Routing of PTR Form | N/A or Date |
|----------------------------|---------------|
| Sent to Auditor/Purchasing | <i>2/6/15</i> |
| Posted to Intranet | <i>2/9/15</i> |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| |
|--|
| Remarks: Proceeds from sale to be deposited back to |
| Index Code: 306500, User Coder: 25000A |
| |
| |
| Auditor records updated by: _____ Date: _____ |

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