

Nº 43 -- 779

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

Transfer to ORG code:

Department:

Date _____

Where in facility? Grey Partition in nonfiction section, Bookshelf back room, Gate already picked up and gone.

Phone: 621-5110

Phone: 621-5116

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	12/1/25	
Posted to Intranet	12/10/25	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		Auditor records updated by: _____ Date: _____

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Nº 43 -- 8533

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

Transfer to ORG code:

Department:

Date _____

Where in facility? Hub office, next to ref desk, supervisor's office

Phone: (530) 573-3311

Phone: (530) 573-3186

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	12/10/25	
Posted to Intranet	12/10/25	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		Auditor records updated by: _____ Date: _____

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ORIGINAL

N^o AD -- 469753

County of El Dorado Property Transfer Request			
<input checked="" type="radio"/> Surplus		<input type="radio"/> Inter-Department Transfer	
Transfer from org code: 0650000		Transfer to org code:	
Department: CAO Admin Finance		Department:	
Approved (Dept Head) <u>Laura Schwartz</u> Date <u>Laura Schwartz (Aug 12, 2025 11:20:31 PDT)</u>		Approved (Dept Head) _____ Date _____	

Specific location (address): 2850 Fair Lane Ct. Placerville

Where in facility? Second Floor office 2E-136

First contact person: Sasha Mussetter

Phone: 530-621-5964

Second contact person: Terry Benton

Phone: 530-621-5386

Date: 08/11/2025

Cty Tag #	Description/Comments	Serial/VIN #	Condition
110706	Dell Latitude 5410	JYS9573	Broken Not Functional
110707	Dell Latitude 5410	J7KD473	Broken Not Functional
111214	Dell Precision 3550	G8FR573	Broken Not Functional
110709	Dell Latitude 5410 <u>s/b 110709</u>	<u>34ND473</u>	Broken Not Functional
110714	Dell Latitude 5410	88T9573	Broken Not Functional
110711	Dell Latitude 5410	69XB573	Broken Not Functional
111212	Dell Precision 3550	6P7R573	Broken Not Functional
110708	Dell Latitude 5410	1XCD473	Broken Not Functional
110710	Dell Latitude 5410	CHN7473	Broken Not Functional
111213	Dell Precision 3550	9W1R573	Broken Not Functional
111209	Dell Precision 3550	8G7R573	Broken Not Functional
111210	Dell Precision 3550	DZ45573	Broken Not Functional
110845	Microsoft Surface Pro	022861203553	Broken Not Functional
110844	Microsoft Surface Pro	023020703553	Broken Not Functional
110450	Dell Latitude 5500	JQK7353	Broken Not Functional
111211	Dell Precision 3550	8F7R573	Broken Not Functional
109990	Dell Latitude 5500	C72MK13	Broken Not Functional
112408	Dell Optiplex 5090 Micro	98JP1N3	Broken Not Functional
112403	Dell Optiplex 5090 Micro	7QJP1N3	Broken Not Functional
112406	Dell Optiplex 5090 Micro	3QJP1N3	Broken Not Functional
110846	Microsoft Surface Pro	022965403553	Broken Not Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>12/1/25</u>
Posted to Intranet	<u>12/10/25</u>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:

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 IT - 081325

County of El Dorado Property Transfer Request



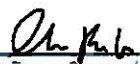
Surplus



Trade-In



Inter-Department Transfer

Transfer from ORG code:	Transfer to ORG code:
Department: HHSA	Department:
Approved (Dept Head) Date  Olivia Byron-Cooper (Sep 3, 2025 12:13:24 PDT)	Approved (Dept Head) Date

Specific location (address):	3057 Briw Rd Suite A		
Where in facility?	Room 16 Data Storage Room		
First contact person:	Fred Dunphy	Phone:	530-642-7222
Second contact person:	Amy Higdon	Phone:	530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
110968	Dell Mobile Precision 3550	DL0F473	Broken
111523	Dell Latitude 5410	590VP73	Functional Expired Warranty
111139	7.9" iPad mini	DMPD70S0LMV7	Functional Expired Warranty
110973	Dell Mobile Precision 3550	3D5B473	Functional Expired Warranty
110972	Dell Mobile Precision 3550	3H6H473	Functional Expired Warranty
110207	Dell Latitude 5500	6L5G533	Functional Expired Warranty
111611	Dell Mobile Precision 3550	3WSNQ73	Functional Expired Warranty
109434	Dell Latitude 5590 XCTO	F24SQV2	Functional Expired Warranty
111132	Dell Mobile Precision 3550	683H473	Functional Expired Warranty
110892	Dell Latitude 5410	1WZ9573	Functional Expired Warranty
110928	Dell Latitude 5410	8SRD473	Functional Expired Warranty
NA	Box of misc Keyboards and Mice	NA	Broken

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	11/17/25
Posted to Intranet	12/10/25
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Surplus ticket: Q93A272533	
Auditor records updated by:	Date:

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

No IT - 111425

☒ Surplus ☐ Trade-In ☐ Inter-Department Transfer

Specific location (address):	3057 Briw Rd Suite A	
Where in facility?	Room 16 Data Room	
First contact person:	Courtney Jenkins	Phone: 5.31E+09
Second contact person:	Amy Higdon	Phone: 530-642-4836

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	11/17/25	QBEC2A4599
Posted to Intranet	12/10/25	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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No AS - 081225

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

Specific location (address):	1120 Shakori Drive, South Lake Tahoe, CA. 96150		
Where in facility?	The refrigerator in the break room at the Animal Shelter		
First contact person:	Joe Avalos	Phone:	530-573-7925
Second contact person:	Amy Higdon	Phone:	530-642-4836

[illegible]

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	11/17/25	
Posted to Intranet	12/10/25	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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Nº -- 7178

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

Phone: (530) 621-5755

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	12/3/25	
Posted to Intranet	12/10/25	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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