

**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

**Meeting of  
September 12, 2006**

**AGENDA TITLE:** Declaration and Disposal of Surplus Property

**DEPARTMENT:** Chief Administrative Office

**DEPT SIGNOFF:**

**CAO USE ONLY:** *C*

**CONTACT:** Kristen Whitehouse, Sr. Office Asst *RWH*

**DATE:** 8/25/2006

**PHONE:** 5830

*S. Smith 8/29/06*

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**

Chief Administrative Office, Procurement and Contracts Division presenting list of property surplus to the needs of the County and recommending Board so declare and authorize disposal of same in accordance with the procedures outlined in the County's Purchasing Ordinance, Chapter 3.12.

**CAO RECOMMENDATIONS:** *Recommend approval. Laura A. Gell 8/30/06*

Financial impact? ( ) Yes (X) No

Funding Source: ( ) Gen Fund ( ) Other

**BUDGET SUMMARY:**

Other:

Total Est. Cost \_\_\_\_\_ \$0.00

**CAO Office Use Only:**

**Funding**

4/5's Vote Required ( ) Yes () No

Budgeted \_\_\_\_\_ \$0.00

Change in Policy ( ) Yes () No

New Funding \_\_\_\_\_

New Personnel ( ) Yes () No

Savings \_\_\_\_\_

**CONCURRENCES:**

Other \_\_\_\_\_

Risk Management \_\_\_\_\_

Total Funding \_\_\_\_\_ \$0.00

County Counsel \_\_\_\_\_

**Change in Net County Cost**

Other \_\_\_\_\_

**\*Explain**

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or

**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors**

**Ayes:**

**Date:** \_\_\_\_\_

**Noes:**

**Attest: Cindy Keck, Board of Supervisors Clerk**

**Abstentions:**

**Absent:**

**By:** \_\_\_\_\_

*El Dorado County  
Chief Administrative Office  
Procurement and Contracts Division  
Interoffice Memorandum*

---

**DATE:** August 25, 2006

**TO:** Board of Supervisors

**FROM:** Bonnie H. Rich *BHR*  
Manager of Procurement and Contracts

**SUBJECT:** Declaration and Disposal of Surplus Property  
(General Services)

**Recommendation:** Chief Administrative Office, Procurement and Contracts Division presenting list of property surplus to the needs of the County and recommending Board so declare and authorize disposal of same in accordance with the procedures outlined in the County's Purchasing Ordinance, Chapter 3.12.

**Reason for Recommendation:** Property determined to be surplus to the needs of various departments is offered to other County departments in accordance with Purchasing Ordinance 3.12.160 – Surplus Pool. The attached list of “surplus property” reflects those items that remain after being offered to departments. Upon your Board's action to declare this property as surplus to the needs of the county, the Purchasing Agent will dispose of said property in accordance with the Purchasing Ordinance as noted in Section 3.12.050.B thereof.

**Fiscal Impact:** Auctioneer will retain commissions as established per Agreement #533-S0611; net proceeds of sale will be deposited into 143323, Surplus Properties.

**Action to be Taken Following Approval:** Upon approval of the recommendation, the Purchasing Agent shall dispose of said property.

cc: Richard Collier, General Services  
Steve Russell, Central Services/Stores

<b>COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST</b>	
<b>p SURPLUS</b>	<b>p INTERDEPARTMENT</b>
TRANSFER FROM (INDEX CODE) <u>40111</u>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Public Health</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>[Signature]</u> DATE <u>8/10/06</u>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION: (ADDRESS) 931 Spring St  
 Where in Facility? Hall & Room 9  
 FIRST CONTACT PERSON: Jackie Murray      PHONE X ~~6156~~ 6167  
 SECOND CONTACT PERSON Dagmar Sampson      PHONE X 6156

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
10492	IBM Selectric typewriter		Poor
None	Gray office chair		Poor
19901	Titmus Vision Tester	R 6174	Poor

CENTRAL SERVICES USE ONLY	
	DATE
POSTED	<u>8/10/06</u>
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_

\_\_\_\_\_

AUDITOR RECORDS UPDATED BY \_\_\_\_\_

DATE \_\_\_\_\_

**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**

WHITE (AUDITOR)                      YELLOW (TO DEPT.)

PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)

**COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST**

**(D) SURPLUS**

**p INTERDEPARTMENT**

<b>TRANSFER FROM (INDEX CODE)</b> 402133	<b>TRANSFER TO (INDEX CODE)</b>
<b>DEPARTMENT:</b> Public Health / Preparedness	<b>DEPARTMENT:</b>
<b>APPROVED (DEPT HEAD)</b> Gayle Anne Amel	<b>APPROVED (DEPT HEAD)</b>
<b>DATE</b> 8/10/06	<b>DATE</b>

**SPECIFIC LOCATION: (ADDRESS)** 941 Spring St  
**Where in Facility?** Suite 7  
**FIRST CONTACT PERSON:** Alice Dinhardt **PHONE** X 6236  
**SECOND CONTACT PERSON** Jackie Murray **PHONE** X 6156

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
None	2 drawer file cabinet		Broken

CENTRAL SERVICES USE ONLY	
	DATE
POSTED	8/10/06
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY _____
DATE _____
<b>ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR</b>
WHITE (AUDITOR)                      YELLOW (TO DEPT.)
PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)

<b>COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST</b>	
<input checked="" type="checkbox"/> <b>SURPLUS</b>	<input type="checkbox"/> <b>INTERDEPARTMENT</b>
TRANSFER FROM (INDEX CODE) <u>241110</u>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Sheriff</u>	DEPARTMENT: <u>Surplus</u>
APPROVED (DEPT HEAD) <u>Mark J. Pierce 8/17/06</u>	APPROVED (DEPT HEAD)

SPECIFIC LOCATION: (ADDRESS) 300 Forni Rd. Placerville  
 Where in Facility? Jail / Work Program  
 FIRST CONTACT PERSON: Sherry Bahlman PHONE X 5690  
 SECOND CONTACT PERSON Bryan Luke PHONE X 6029

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
—	62x32 Metal Desk		OK
—	72x36 metal Desk		OK
—	60 x 36 Metal Desk		OK
—	75x20 - 24x18 - L shaped wood cabinet		OK
3	metal typing tables		OK

CENTRAL SERVICES USE ONLY	
	DATE
POSTED	<u>8/17/06</u>
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: _____ _____
AUDITOR RECORDS UPDATED BY _____
DATE _____
WHITE (AUDITOR)                      YELLOW (TO DEPT.) PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)

*8/17/06 To Surplus 8/17/06*

6/12/06

posted 6/16/06

Nº 4299

COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST

SURPLUS

INTERDEPARTMENT

TRANSFER FROM (INDEX CODE) 401111	TRANSFER TO (INDEX CODE)
DEPARTMENT: Public Health	DEPARTMENT:
APPROVED (DEPT HEAD) <i>[Signature]</i> DATE 8/10/06	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION: (ADDRESS) 929 Spring St  
 Where in Facility? Connie Clark's Desk  
 FIRST CONTACT PERSON: Connie Clark PHONE 6130  
 SECOND CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
29929	11 OPTIPLEX 6x200	8HN8P01	POOR
	DELL TRINISTON 17" Color Monitor	MX-087367-47741- 15F-30FF	POOR

CENTRAL SERVICES USE ONLY DATE	
POSTED	6/16/06
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 AUDITOR RECORDS UPDATED BY \_\_\_\_\_  
 DATE \_\_\_\_\_  
**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF  
 PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**  
 WHITE (AUDITOR)                      YELLOW (TO DEPT.)  
 PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)

5/31/06

posted 6/16/06

Nº 4282

**COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST**

**\*SURPLUS** **p INTERDEPARTMENT**

<b>TRANSFER FROM (INDEX CODE)</b> <u>401111</u>	<b>TRANSFER TO (INDEX CODE)</b>
<b>DEPARTMENT:</b> <u>Public Health</u>	<b>DEPARTMENT:</b>
<b>APPROVED (DEPT HEAD)</b> <u>[Signature]</u> <b>DATE</b> <u>8/10/06</u>	<b>APPROVED (DEPT HEAD)</b> <b>DATE</b>

**SPECIFIC LOCATION: (ADDRESS)** 1360 Johnson Blvd

**Where in Facility?** P.H. Clinic

**FIRST CONTACT PERSON:** Mlyson Tabor **PHONE** 3027

**SECOND CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>31326</u>	<u>Dell Optiplex EX240</u>	<u>BW51VJ11</u>	<u>Has ep. 3. Ted power had drive problems</u>
	<u>Dell Transition 17" Color Monitor</u>	<u>MX-08D466-47741- 340-3062</u>	<u>OK</u>

CENTRAL SERVICES USE ONLY DATE	
<b>POSTED</b>	<u>6/16/06</u>
<b>PICKUP BY CS</b>	
<b>BOARD LETTER</b>	
<b>PICKUP BY VENDOR</b>	
<b>COPY TO AUDITOR</b>	

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

**AUDITOR RECORDS UPDATED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF  
PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**

WHITE (AUDITOR)                      YELLOW (TO DEPT.)  
PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)

6/4/06

Nº 4283

posted 6/16/06

<b>COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST</b>			
<input checked="" type="checkbox"/> SURPLUS		p INTERDEPARTMENT	
TRANSFER FROM (INDEX CODE) <u>401111</u>		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <u>Public Health</u>		DEPARTMENT: <u>P.H</u>	
APPROVED (DEPT HEAD) <u>Gayle Abbott</u>	DATE <u>8/10/06</u>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION: (ADDRESS) 1360 Johnson Blvd  
 Where in Facility? Public Health Clinic  
 FIRST CONTACT PERSON: Val Finnigan PHONE 3177  
 SECOND CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>29922</u>	<u>Dell Optiplex GX 200</u>	<u>2HX8P01</u>	<u>Poor</u>
	<u>Dell Trinitron 17" color monitor</u>	<u>MX-083767-47741-154-20GA</u>	<u>Poor</u>

<b>CENTRAL SERVICES USE ONLY DATE</b>	
POSTED	<u>6/16/06</u>
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: _____
AUDITOR RECORDS UPDATED BY _____
DATE _____
<b>ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR</b>
WHITE (AUDITOR)                      YELLOW (TO DEPT.)
PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)



**COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST**

SURPLUS  INTERDEPARTMENT

TRANSFER FROM (INDEX CODE) <p style="text-align: center; margin: 0;">401111</p>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>Public Health</u>	DEPARTMENT:
APPROVED (DEPT HEAD) <u>[Signature]</u> DATE <u>8/10/06</u>	APPROVED (DEPT HEAD) _____ DATE _____

SPECIFIC LOCATION: (ADDRESS) 931 Spring St  
 Where in Facility? Rm 10  
 FIRST CONTACT PERSON: Dagmar Sampson PHONE 615 L  
 SECOND CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>6</u>	<u>1a 120e cell phone</u>	<u>HDT568J3</u>	<u>Poor</u>

CENTRAL SERVICES USE ONLY	
POSTED	DATE
	<u>8/16/06</u>
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_

\_\_\_\_\_

AUDITOR RECORDS UPDATED BY \_\_\_\_\_

DATE \_\_\_\_\_

**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**

WHITE (AUDITOR)                      YELLOW (TO DEPT.)  
 PINK (FROM DEPT)                    GOLD (CENTRAL SERVICES)

5/31/06

Nº 4281

Posted 6/16/06

**COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST**

**X SURPLUS** **p INTERDEPARTMENT**

<b>TRANSFER FROM (INDEX CODE)</b> <p style="text-align: center;">401111</p>	<b>TRANSFER TO (INDEX CODE)</b>
<b>DEPARTMENT:</b> P. Health	<b>DEPARTMENT:</b>
<b>APPROVED (DEPT HEAD)</b> <i>[Signature]</i> <b>DATE</b> 8/10/06	<b>APPROVED (DEPT HEAD)</b> <b>DATE</b>

**SPECIFIC LOCATION: (ADDRESS)** 1366 Johnson Blvd

**Where in Facility?** P.H. Clinic

**FIRST CONTACT PERSON:** Patti Muehls      **PHONE** 573 3049

**SECOND CONTACT PERSON** Kathy Gregorich      **PHONE** 513 3157

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
28535	Mitsubishi IBM Color IBM PC 300GL	236HFK5	POOR
28048	Mitsubishi Min-107 Color	7112572724	Fair
29944	Dell optiplex 6x200	7159P01-47741-154 MX-08376T-2001X	POOR ✓
	Dell Trinitron color monitor	MX-08376T-47741-154 2001X	POOR Bad screen
28936	Dell optiplex 6x200	FGN8P01	POOR
	Dell Trinitron 17" color monitor	MX-08376T-47741-154 2001X	POOR

CENTRAL SERVICES USE ONLY DATE	
POSTED	6/16/06
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

<b>REMARKS:</b> <hr/> <hr/>
<b>AUDITOR RECORDS UPDATED BY</b> _____ <b>DATE</b> _____
<b>ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR</b> WHITE (AUDITOR)      YELLOW (TO DEPT.) PINK (FROM DEPT)      GOLD (CENTRAL SERVICES)

6/12/06 posted 6/16/06

Nº 4284

<b>COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST</b>	
<input checked="" type="checkbox"/> <b>SURPLUS</b>	<b>p INTERDEPARTMENT</b>
<b>TRANSFER FROM (INDEX CODE)</b> 401111	<b>TRANSFER TO (INDEX CODE)</b>
<b>DEPARTMENT:</b> P. Health	<b>DEPARTMENT:</b>
<b>APPROVED (DEPT HEAD)</b> Goyfubel <b>DATE</b> 8/10/06	<b>APPROVED (DEPT HEAD)</b> <b>DATE</b>

**SPECIFIC LOCATION: (ADDRESS)** 935a Spring St  
**Where in Facility?** RM 14  
**FIRST CONTACT PERSON:** TIM Sampson **PHONE** 6137  
**SECOND CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
28603	IBM PC 300 GL	236FAC5	POOR
⊖	Dell 17" CRT Color monitor	MX-05CS74-47801- 214-6254	Fair
⊖	DELL 17" CRT Color monitor	QY-C4P121-47804- 351-L9RD	Fair
	APC <del>SHAREPOINT 1400</del>		POOR

CENTRAL SERVICES USE ONLY DATE	
<b>POSTED</b>	6/16/06
<b>PICKUP BY CS</b>	
<b>BOARD LETTER</b>	
<b>PICKUP BY VENDOR</b>	
<b>COPY TO AUDITOR</b>	

<b>REMARKS:</b> _____ _____ <b>AUDITOR RECORDS UPDATED BY</b> _____ <b>DATE</b> _____ <b>ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR</b> WHITE (AUDITOR)                      YELLOW (TO DEPT.) PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)
---

5/24/06

posted 6/16/06

Nº 4280

COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST

SURPLUS

p INTERDEPARTMENT

TRANSFER FROM (INDEX CODE) 40111		TRANSFER TO (INDEX CODE)	
DEPARTMENT: P. Health		DEPARTMENT: P.H.	
APPROVED (DEPT HEAD) Suzanne Hurl	DATE 8/10/06	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION: (ADDRESS) 935A Spring ST  
 Where in Facility? Rm 14  
 FIRST CONTACT PERSON: Tim Sampson PHONE 6137  
 SECOND CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<sup>was</sup> <u>To Goldenberg</u> 29012	<u>Tangent PC tower</u>	<u>T9950428</u>	<u>BAID</u> <u>Hard drive</u>
<u>[Signature]</u>	<u>Dell Trinitron</u> <u>15" Color monitor</u>	<u>53391C4BFW29</u>	<u>POOR</u>
<u>From H. Poyes</u> 26361	<u>Dell Optiplex Gx1</u>	<u>CBY7U</u>	<u>POOR</u>
<u>[Signature]</u>	<u>Dell Trinitron</u> <u>15" Color monitor</u>	<u>6271RCC13AUB9</u>	<u>POOR</u>

CENTRAL SERVICES USE ONLY DATE	
POSTED	<u>6/16/06</u>
PICKUP BY CS	
BOARD LETTER	
PICKUP BY VENDOR	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 AUDITOR RECORDS UPDATED BY \_\_\_\_\_  
 DATE \_\_\_\_\_  
 ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF  
 PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR  
 WHITE (AUDITOR)                      YELLOW (TO DEPT.)  
 PINK (FROM DEPT)                    GOLD (CENTRAL SERVICES)

*Posted 6/16/06*

**COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST**

SURPLUS  INTERDEPARTMENT

<b>TRANSFER FROM (INDEX CODE)</b> <i>A incl. Contact - Public Ac.</i>	<b>TRANSFER TO (INDEX CODE)</b>
<b>DEPARTMENT:</b> <i>9120</i> <i>40 <del>9120</del></i>	<b>DEPARTMENT:</b>
<b>APPROVED (DEPT HEAD)</b> <i>[Signature]</i> <b>DATE</b> <i>8/10/06</i>	<b>APPROVED (DEPT HEAD)</b> _____ <b>DATE</b> _____

**SPECIFIC LOCATION: (ADDRESS)** *2301 Cool Water Creek*  
**Where in Facility?** *See Jennifer*  
**FIRST CONTACT PERSON:** *Jennifer Hamburg* **PHONE** *7637*  
**SECOND CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>⊖</i>	<i>Hp Deskjet 1200</i>		<i>Poor</i>
<i>⊖</i>	<i>Adler-Royal satellite 4 typewriter</i>		<i>Poor</i>
<i>⊖</i>	<i>Sea gate CIT 8000ES Tape Drive</i>		<i>Poor</i>
<i>18783</i>	<i>RCA Camcorder</i>		<i>Poor</i>

CENTRAL SERVICES USE ONLY	
	DATE
<b>POSTED</b>	<i>6/16/06</i>
<b>PICKUP BY CS</b>	
<b>BOARD LETTER</b>	
<b>PICKUP BY VENDOR</b>	
<b>COPY TO AUDITOR</b>	

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

**AUDITOR RECORDS UPDATED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**

WHITE (AUDITOR)                      YELLOW (TO DEPT.)  
 PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)

**COUNTY OF EL DORADO PROPERTY  
TRANSFER REQUEST**

**(p) SURPLUS**

**p INTERDEPARTMENT**

<b>TRANSFER FROM (INDEX CODE)</b> <p align="center">146100</p>	<b>TRANSFER TO (INDEX CODE)</b> <p align="center">Surplus</p>
<b>DEPARTMENT:</b> <i>General Services</i>	<b>DEPARTMENT:</b> <i>STORES</i>
<b>APPROVED (DEPT HEAD)</b> _____ <b>DATE</b> <i>4/18/06</i>	<b>APPROVED (DEPT HEAD)</b> _____ <b>DATE</b> <i>4/19/06</i>

**SPECIFIC LOCATION: (ADDRESS)** \_\_\_\_\_

**Where in Facility?** \_\_\_\_\_

**FIRST CONTACT PERSON:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**SECOND CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>28363</i>	<i>Epson Printer Color 1520</i>	<i>3KDY042485</i>	<i>FAIR</i>
	<del><i>NAKATJIMA Typewriter</i></del>	<del><i>AE-710</i></del>	

CENTRAL SERVICES USE ONLY	
DATE	
<b>POSTED</b>	<i>6/3/06</i>
<b>PICKUP BY CS</b>	
<b>BOARD LETTER</b>	
<b>PICKUP BY VENDOR</b>	
<b>COPY TO AUDITOR</b>	

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

**AUDITOR RECORDS UPDATED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ALL PARTS OF FORM GO TO GENERAL SERVICES AT START OF PROCESS. UPON COMPLETION DISTRIBUTION WILL OCCUR**

WHITE (AUDITOR)                      YELLOW (TO DEPT.)

PINK (FROM DEPT)                      GOLD (CENTRAL SERVICES)