





**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: <u>030000</u>		Transfer to index code:	
Department: <u>Auditor Controller</u>		Department:	
Approved (Dept Head) <u>Bob Iscand</u>	Date	Approved (Dept Head)	Date
Specific location (address): <u>360 Fair Lane, Bldg B, "Rock Room"</u>			
Where in facility? <u>Rock Room</u>			
First contact person: <u>Keely</u>		Phone: <u>X 5421</u>	
Second contact person: <u>Bub</u>		Phone: <u>X 5458</u>	

Cty Tag #	Description	Serial/VIN #	Condition
<u>29413</u>	<u>Laserjet 8100 DN printer</u>	<u>USCG049363</u>	<u>POOR</u>
<u>29508</u>	<u>HP Laserjet 5si printer</u>	<u>USDK197525</u>	<u>POOR</u>
<u>26997</u>	<u>HP Laserjet 6p Printer</u>	<u>USB D008368</u>	<u>POOR</u>
<u>Green</u>	<u>Optquest V773 monitor</u>	<u>6G80249056</u>	<u>UNKNOWN</u>
	<u>victor 1560-4</u>	<u>028308270</u>	<u>poor</u>
	<u>Sharp Compet CS-2780</u>	<u>12008306</u>	
	<u>Sharp EL1197 PIII</u>	<u>6D160429</u>	
	<u>victor 1460-3</u>	<u>6058901911</u>	
	<u>victor 1560-4</u>	<u>049206120</u>	
	<u>Sharp EL1197 PIII P</u>	<u>5D022276</u>	
	<u>Sharp Compet CS-2780</u>	<u>12008326</u>	
	<u>Six (6) Keyboards various</u>		<u>POOR</u>
<u>green</u>	<u>Palm Vx</u>	<u>illegible</u>	<u>poor</u>
	<u>Box Misc inkjet toner</u>		<u>good</u>
	<u>HP 4182X toner for 8100</u>		<u>NEW!</u>
<u>33140</u>	<u>Fujitsu fi4340-c scanner</u>	<u>604724</u>	<u>poor</u>

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/Purchasing	<u>4/8/13</u>	
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**  **Inter-Department Transfer**

Transfer from index code: 10110	Transfer to index code:
Department: IT	Department: Surplus
Approved (Dept Head) <i>Kelly Webb</i>	Approved (Dept Head)
Date <i>4/22/13</i>	Date
Specific location (address):	
Where in facility? IT surplus area	
First contact person: Judy Stobby	Phone: 621-5451
Second contact person:	Phone:

Cty Tag #	Description	Serial/VIN #	Condition
35554	DELL OPTIPLEX GX520 P D820	C3TTHC1	old
31923	DELL OPTIPLEX GX260S	6WMQB21	old
35025	DELL OPTIPLEX GX520 P4	5GYWLB1	old
34726	MCK EXTENDER PBX GATEWAY II	235AF4921A71	old
34607	DELL OPTIPLEX GX520 P4	B5L2Q91	old
34397	DELL OPTIPLEX GX520 P4	1MNV391	old
34465	DELL OPTIPLEX GX520 P4	3D7JH91	old
35273	DELL OPTIPLEX GX520 P D820	B1H4WB1	old
34374	DELL OPTIPLEX GX520 P4	FGNV391	old
34464	DELL OPTIPLEX GX520 P4	DG7JH91	old
34581	DELL OPTIPLEX GX520 P4	26K2Q91	old
101798	DELL OPTIPLEX 755 DUO E4400	52VLLF1	old
30566	DELL INSPIRON 8100 P3	DB0F611	old
30700	CISCO 2950 SWITCH	FHK0617Y2M8	old
33626	CISCO 3550-12 SWITCH	CAT0809Z008	old
n/a	Large box of Legal size hanging folders		
<i>34379</i>	<i>Dell Optiplex</i>	<i>8LNV391</i>	<i>old</i>

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

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <u>250000</u>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>EDC Probation</u>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <u>[Signature]</u> <u>4-11-13</u>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): 1041 Al Tahoe Blvd, SLT

Where in Facility? JTC Sally Port

FIRST CONTACT PERSON: Kelly Taylor      PHONE: 7972      ~~2970~~

SECOND CONTACT PERSON: Jackie Walker      PHONE: 6095

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>⊖</u>	<u>2 task chairs</u>	<u>⊖</u>	<u>Broke</u>

<b>PURCHASING USE ONLY</b>	<b>DATE</b>
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)