

**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: <i>Varies</i>		Transfer to index code:	
Department: <i>Transportation</i>		Department:	
Approved (Dept Head) <i>Kimberly Allen</i>	Date <i>12/12/12</i>	Approved (Dept Head)	Date
Specific location (address): <i>2441 Headington Rd., Placerville</i>			
Where in facility? <i>Yard</i>			
First contact person: <i>Julianne Melchor</i>		Phone: <i>621-5910</i>	
Second contact person: <i>Denny Luce</i>		Phone: <i>642-4973</i>	

Cty Tag #	Description	Serial/VIN #	Condition
200151	5 OIL REELS 6 PUMPS 5 REG 1LUBER 1TRAP	None	Poor
200227	1989 Eager Beaver Chipper 97-03	3745	Good
200172	1982 Ford CAB & CHA CVA27820 E785377 27-01	IFDWF70K9CVA2782	Good
200155	DUMP FUEL TRK DVA 39408 E45448 28-04 (changed to 36-03)	IFDXF70KDDVA39408	Good
200153	Snow Blade HENKE 6777 (44-20)	None	Good
None	100 gal. auxiliary fuel tank	None	Good
None	Pogo Wacker and parts (99-05)	499801209	Poor
None	Trimmer	None	Poor
None	4 leaf blowers (one with no eq #, 96-13, 96-14, 96-19)	None	Poor
None	2 Shindawa chain saws (94-46, 94-47)	None	Poor

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
Sent to Auditor/ <i>Purchasing</i>	12/12/2012	
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:

Transfer to index code: Surplus

Department: IT

Department: Surplus

Approved (Dept Head)

Date

Approved (Dept Head)

Date

*Kelly Webb*

*11/28/12*

Specific location (address): 360 Fair Lane

Where in facility? IT surplus area

First contact person: Judy Stobby

Phone: 621-5451

Second contact person:

Phone:

Cty Tag #	Description	Serial/VIN #	Condition
<del>30745</del>	<del>CISCO 2980 SWITCH S/N</del>	<del>FOX054802QE</del>	<del>failed</del>
	<i>Form # 5284</i>		
101088	DELL PV114T TAPE DRIVE S/N	9M7L0C1	poor
<i>N/A</i>	<i>Dell 17" Flat Panel</i>	<i>CN-0Y4299-71618</i>	<i>BAD</i>
<i>N/A</i>	<i>Dell 17" Flat Panel</i>	<i>CN-0Y4299-71618</i>	<i>BAD</i>
			<i>-SAS</i>

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	
Posted to Intranet	
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., Pink-From Dept., Gold-Purchasing

**County of El Dorado  
Property Transfer Request**

**Surplus**  **Inter-Department Transfer**

Transfer from index code: 101000	Transfer to index code: Surplus
Department: IT	Department: <del>CAO</del>
Approved (Dept Head) <i>Kelly Weiss</i> Date <i>11/14/12</i>	Approved (Dept Head)      Date

Specific location (address): 360 Fair Lane

Where in facility? *IT Surplus Area*

First contact person: *Judy Stobby*      Phone: *5451*

Second contact person:      Phone:

Cty Tag #	Description	Serial/VIN #	Condition
33239	Dell Optiplex GX280	CBLPV51	OLD
33354	Dell Optiplex GX280	HLQCD61	OLD
33506	Dell Optiplex GX280	7B5BF61	OLD
30745	CISCO 2980 SWITCH S/N FO	FOX054802QE	broke

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
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**

**Inter-Department Transfer**

Transfer from index code:

Transfer to index code:

Department: HHS - Human Services

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

55

*David Nitch 12-4-2012*

Specific location (address): 3057 Briw Rd, A

Where in facility? Data Room

First contact person: Jill Rubin

Phone: (530) 642-7303

Second contact person: Becky Stiles

Phone: (530) 642-4888

Cty Tag #	Description	Serial/VIN #	Condition
34589	GX520	J0K2Q91	HD removed
34585	GX520	90K2Q91	HD removed
35468	GX520	5C7JH91	HD removed
35043	GX520	D7YWLB1	HD removed
34590	GX520	11K2Q91	HD removed
35031	GX520	84YWLB1	HD removed
34775	GX520	BWXYT91	HD removed
34577	GX520		HD removed
35978	laptop	65Y03D1	HD removed
35982	printer	CNRXL67233	broken
-	hp DJ 990cxi printer		broken
<i>32893</i>	<i>optiplex SX270</i>	<i>96YN251</i>	<i>HD removed Broken</i>

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	
Posted to Intranet	
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., Pink-From Dept., Gold-Purchasing

**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) <u>EA</u> DATE <u>G. Fleming, Acting CFO 12/6/12</u>	APPROVED (DEPT HEAD) DATE

SPECIFIC LOCATION (ADDRESS): 3574 Durock Rd, Ste 205, Shingle Springs, CA

Where in Facility? Cubicle # 61

FIRST CONTACT PERSON: Jackie Walker PHONE: 6078

SECOND CONTACT PERSON: Darci Prall PHONE: 6076

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>34893</u>	<u>Optiplex 520 Dell Computer</u>	<u>157L2B1</u>	<u>Old</u>
<u>35249</u>	<u>Optiplex 520 Dell Computer</u>	<u>8YG4W0B1</u>	<u>Old</u>
<u>33612</u>	<u>Latitude x300 Dell Laptop</u>	<u>5DYV071</u>	<u>Old</u>
<u>32921</u>	<u>Inspiron 5150 Dell Laptop</u>	<u>Le6WHP351</u>	<u>Old</u>
<u>⊖</u>	<u>5 Dell Monitors</u>	<u>⊖</u>	<u>Broken</u>
<u>⊖</u>	<u>Dell Keyboard</u>	<u>⊖</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)	TRANSFER TO (INDEX CODE)
DEPARTMENT: Water Agency	DEPARTMENT:
APPROVED (DEPT HEAD)       DATE 11/15/12	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): 4110 Business Drive, Suite B, Shingle Springs, CA

Where in Facility? Julianne's office

FIRST CONTACT PERSON: Julianne van Leeuwen      PHONE: x6635

SECOND CONTACT PERSON: Tami Scowcroft      PHONE: x6678

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
32110	Xerox Phaser 7700 Printer		Good
34847	Dell Latitude D810 Laptop	9L2BZ91	Good

<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: _____
<b>ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.</b>
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:

Transfer to index code:

Department:

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

BS

*Samuel N. [Signature]*

Specific location (address): 931 Spring St

Where in facility? PHF

First contact person: Jill Rubin

Phone: (530) 642-7303

Second contact person: Becky Stiles

Phone: (530) 642-4888

Cty Tag #	Description	Serial/VIN #	Condition
30317	System Furniture		damaged
30319	System Furniture		damaged
30374	System Furniture		damaged

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	
Posted to Intranet	
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., Pink-From Dept., Gold-Purchasing

**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>G. H. Harris</u> <u>11/26/12</u>	APPROVED (DEPT HEAD)      DATE

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

Where in Facility? Group Contact Room

FIRST CONTACT PERSON: Kelly Taylor      PHONE: 7978

SECOND CONTACT PERSON: Jackie Walker      PHONE: 6078

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>6</u>	<u>37" Toshiba TV</u>	<u>21317200</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)



<b>County of El Dorado Property Transfer Request</b>			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 241110		Transfer to index code:	
Department: Sheriff		Department: Surplus	
Approved (Dept Head) 		Approved (Dept Head)	
Date 12/12/12		Date	
Specific location (address): 1051 Al Tahoe Blvd. South Lake Tahoe			
Where in facility? Tahoe Jail Sally Port			
First contact person: Beth Alexander		Phone: 573-3039	
Second contact person: Pam Kolvacheck		Phone: 573-3039	

Cty Tag #	Description	Serial/VIN #	Condition
30844	HP Printer		Poor
None	Sony Monitor	133681	Unknown
None	Video Monitor		Good
None	Panasonic Phone	2KBV6307229	Poor
None	AT&T Phone	0000024795	Poor
None	AT&T Phone	DQ0000146135	Poor
None	Polaroid & Accessories		OK
None	Polaroid & Accessories		OK
99480	Rubber Floor Mats		OK
23784	Press Leg Squat		OK
23845	Station Safety with Bench		OK

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	
Posted to Intranet	
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., Pink-From Dept., Gold-Purchasing