

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

| | |
|--|--------------------------------|
| Transfer from index code: 340000 | Transfer to index code: |
| Department: CDA Administration | Department: |
| Approved (Dept Head) <i>John M. Redlett</i> Date <i>10/12/15</i> | Approved (Dept Head) Date |

Specific location (address): Bldg. C, 2850 Fairlane Court, Placerville, CA 95667

Where in facility? Surplus cubicle, Second floor

First contact person: Julianne Melchor Phone: (530) 621-5910

Second contact person: Pam Niebauer Phone: (530) 621-5419

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|---|--------------|-----------|
| N/A | 6 Boxes of various size binders for comb-binding | None | Good |
| N/A | 9 Metal desk top paper/file organizers | None | Good |
| N/A | 4 Plastic "In box" trays | None | Good |
| N/A | 2 Plastic hanging wall file holders | None | Fair |
| N/A | 4 Boxes hanging file folders (mix of letter & legal sizes) | None | Good |
| N/A | 4 Boxes interior file folders (mainly letter size/some legal) | None | Good |
| N/A | 1 Interior file drawer hanging file rack - metal | None | Good |
| N/A | 1 Metal under desk foot rest | None | Good |
| N/A | 1 Xerox electric stapler | None | Broken |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>10-19-15</i> |
| Posted to Intranet | <i>11/13/15</i> |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| <u>Remarks:</u> |
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| 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: Multi

Transfer to index code:

Department: CDA - Environmental Management

Department:

Approved (Dept Head) _____ Date _____

Approved (Dept Head) _____ Date _____

JK
John M. Redetto *10/12/15*

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

Where in facility? Basement Storage Rm Bldg. C

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: 421100 | | |
| 103278 - | DELL LATITUDE X1 P M733 S/N 9BPD5B1 | 9BPD5B1 | POOR |
| 34253 - | DELL OPTIPLEX GX620 P4 S/N 4RLKV81 | 4RLKV81 | POOR |
| | INDEX CODE: 421200 | | |
| 103263 - | HP COMPAQ TABLET TC4200 S/N CND617294J | CND617294J | POOR |
| | INDEX CODE: 424100 | | |
| 103299 - | DELL OPTIPLEX GX 520 P D820 S/N HL3Z2C1 | HL3Z2C1 | POOR |
| | INDEX CODE: 424300 | | |
| 103304 - | DELL OPTIPLEX GX 520 P D820 S/N GM3Z2C1 | GM3Z2C1 | POOR |
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

| | |
|--|---------------------------------------|
| Transfer from index code: Multi | Transfer to index code: |
| Department: CDA - Development Services | Department: |
| Approved (Dept Head) <i>J.M. Pedretti</i> Date <i>10/12/15</i> | Approved (Dept Head) _____ Date _____ |

Specific location (address): 2850 Fairlane Ct. Placerville

Where in facility? Basement Storage Rm, Bldg. C

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: 340000: | | |
| 104698 | Dell Optiplex GX780 H7ZTHS1 <i>CDA Keeping</i> | H7ZTHS1 | POOR |
| | | | |
| | INDEX CODE: 341000: | | |
| 35246 | DELL OPTIPLEX GX520 P D820 S/N 2YG4WB1 | 2YG4WB1 | POOR |
| | | | |
| | INDEX CODE: 342000: | | |
| 35466 | DELL OPTIPLEX GX 521 P4 S/N 49805C1 | 49805C1 | POOR |
| | | | |
| | INDEX CODE: 345000: | | |
| 34096 | DELL INSPIRON 9300 P M750 S/N 6CTRP81 | 6CTRP81 | POOR |
| 34098 | DELL INSPIRON 9300 P M750 S/N BDTRP81 | BDTRP81 | POOR |
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

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|---|---|
| Transfer from index code: 103310 | Transfer to index code: |
| Department: Information Technologies | Department: |
| Approved (Dept Head) <i>[Signature]</i> Date <i>11/5/15</i> | Approved (Dept Head) _____ Date _____ |

Specific location (address): 360 Fair Lane Building B Placerville

Where in facility? IT Surplus Area/ Gen. Cage

First contact person: Jaime Cone Phone: (530) 621-7664

Second contact person: Josie Gonzalez Phone: (530) 621-7663

| Cty Tag # | Description | Serial/VIN # | Condition |
|---------------|---|----------------|------------|
| 32152 | Dell Poweredge Server | 6M0YN21 | Old |
| 34281 | Cisco AIR-AP1242AG-A-K9 Wireless Access Point | FTX0946B0Y5 | Old |
| 34282 | Cisco AIR-AP1242AG-A-K9 Wireless Access Point | FTX0946B176 | Old |
| N/A | Multiple boxes of old phones (Gen. Cage) | N/A | Old |
| <i>34019</i> | <i>Dell Latitude D810 Laptop</i> | <i>BJ96N81</i> | <i>Old</i> |
| <i>104851</i> | <i>DataSafe IPT 830 File Rack</i> | <i>067352</i> | <i>Old</i> |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
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