

**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 791100	Transfer to index code:
Department: Child Support	Department:
Approved (Dept Head) <i>James Royce</i>	Approved (Dept Head)
Date <i>2/25/14</i>	Date

Specific location (address): 3883 Ponderosa Rd, Shingle Springs, CA 95682

Where in facility? At my desk

First contact person: Mike Brazil

Phone: (530) 642-7298

Second contact person: Wendy Perry

Phone: (530) 642-4831

Cty Tag #	Description	Serial/VIN #	Condition
33146	Dell Optiplex SX270; Pentium 4 CPU 3.20GHz, 1 GB of RAM; Error message on bootup: "System battery voltage low"; BIOS battery may need to be replaced; Computer is slow but that may be due to the hard drive	Service Tag: B40Q051	Fair
34881	Dell Latitude X1; Pentium 3 CPU 1.20GHz, 256 MB of RAM; Battery does not hold charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: 2YNS6B1	Fair
31291	Dell Latitude C400; Pentium 3 CPU 1.20GHz, 256 MB of RAM; Battery does not hold charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: H9NMB11	Poor(?)
31294	Dell Latitude C400; Pentium 3 CPU 1.20GHz, 256 MB of RAM; Battery does not hold charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: HBNMB11	Poor(?)
31583	Dell Latitude C400; Pentium 3 CPU 866MHz, 128 MB of RAM; Battery holds charge; Cannot login to verify setup; Has external modular CD & floppy drive	Service Tag: BB28J11	Fair
31584	Dell Latitude C400; Pentium 3 CPU 1.2GHz, 128 MB of RAM; Battery does not hold charge; Cannot login to verify setup; BSOD, might be repaired with a different hard drive; Has external modular CD & floppy drive	Service Tag: GVD9J11	Poor(?)

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>2/27/14</i>
Posted to Intranet	<i>3/7/14</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> <i>Donate to M.O.R.E.</i>	
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



