

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 401130		Transfer to index code: Surplus	
Department: Health Services		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>D. Cel</i>			

Specific location (address): 415 Placerville Drive, Suite J, Placerville, CA
 Where in facility? Suite K (Conference Room, Designated Surplus Area)
 First contact person: Pat Lahey Phone: 621-7580
 Second contact person: Michelle Patterson Phone: 621-7581

Cty Tag #	Description	Serial/VIN #	Condition
Green Tag	FinePix Digital Camera	4CB30843	WORKING
nO TAG	HP Scanjet 4070Photosmart scanner	CN4CRAL12G	WORKING
31942	Epson PowerLite 820P LCD Projector	EGQ02X0124C	WORKING
Green Tag	Epson Metal Locking Projector Travel Case	1141	WORKING
14686	Wood 3 shelf bookcase		Good
Green Tag	Wood 3 shelf bookcase		Good
No tag	Calculator Canon P1011-DII	143619	Good
No tag	Metal 3 tier computer stand 4 ft tall		Good
No tag	Podium standing		work small hole
no tag	Black rolling file cabinet		works, dirty
no tag	bulletin board 2'x3'		works
no tag	Wood 5 shelf bookshelf 72" (conf room)		works
no tag	DVD/CD Re-writable Drive Sony DRX-720-UL		works

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>1/10/14</i>
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., Copy-From Dept., Copy-Purchasing

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department: CDA	Department:
Approved (Dept Head) <i>Kimberly A Keen</i> Date <i>2/4/14</i>	Approved (Dept Head) Date
Specific location (address): Bldg C - 2850 Fairlane Ct., , Placerville	
Where in facility? Basement	
First contact person: Kathy Flessing	Phone: 621-5323
Second contact person: Julianne Melchor	Phone: 621-5910

Cty Tag #	Description	Serial/VIN #	Condition
<i>None</i>	Vertical files cabinets		Fair
	Several boxes Transparency Film		Good to Fair
	Wooden mail sorter/bookcase, 60" tall (storeroom)		Fair/ Good
	2 footrests (one missing a part) (storeroom)		Fair
	Plastic desk drawer organizer (storeroom)		Poor
	Metal desktop file organizer/ & N box (storeroom)		Good
	Small plastic letter file, smoke (storeroom)		Fair
	Multiple Keyboard trays and mounting hardware		Fair to Poor
	3' x 4' Bulletin Board (storeroom)		Fair
	1500-watt Radiant Heater in box (storeroom)		Unknown
	Cell phones and accessories		Fair to Poor
	Unication pager		Poor
	Cortelco telephone		Unknown
	Victor 1230-3 Calculator		Poor
	3 sets Xerox rollers, part #108R149		Never used
	20 stacking metal chairs, orange		Fair
	5 stacking chair holders with wheels		Good
	3 Wooden Cubicle Partitions		Fair
	1 overhead projector w/ rolling stand		Unknown
	2 Half-sheet brochure holders		Fair
	Partial box onion skin typewriter paper		Fair

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>2/5/14</i>	
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 **Inter-Department Transfer**

Transfer from index code: Multi	Transfer to index code:
Department: CDA - Development Services	Department:
Approved (Dept Head) <i>Kimberly A. Kier</i> Date <i>2/4/14</i>	Approved (Dept Head) Date

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

Where in facility? Basement storage room under stairs

First contact person: Julianne Melchor Phone: 621-5910

Second contact person: Larry Kinnings Phone: 621-5359

Cty Tag #	Description	Serial/VIN #	Condition
33391	OptiPlex GX280 S/N H209F61 - Index Code 341100	H209F61	Poor
34247	OptiPlex GX620 S/N FQLKV81 - Index Code 345000	FQLKV81	Poor
34248	OptiPlex GX620 S/N GQLKV81 - Index Code 345000	GQLKV81	Poor
34249	OptiPlex GX620 S/N HQLKV81 - Index Code 345000	HQLKV81	Poor
34250	OptiPlex GX620 S/N 1RLKV81 - Index Code 345000	1RLKV81	Poor
34252	OptiPlex GX620 S/N 3RLKV81 - Index Code 345000	3RLKV81	Poor
34354	OptiPlex GX520 S/N D0LV391 - Index Code 343000	D0LV391	Poor
34355	OptiPlex GX520 S/N 70LV391 - Index Code 343000	70LV391	Poor
34358	OptiPlex GX520 S/N DKNV391 - Index Code 343000	DKNV391	Poor
35535	Pathfinder Geoxm Standalone Trimble GPS-Index Code 342000	4643407813	New
35536	Pathfinder Geoxm Standalone Trimble GPS-Index Code 342000	4643407795	New
35537	Pathfinder Geoxm Standalone Trimble GPS-Index Code 342000	4643407787	New

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		Auditor records updated by: _____ Date: _____

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