

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 243111	Transfer to index code:
Department: Sheriff's Office	Department:
Approved (Dept Head) <u>[Signature]</u>	Approved (Dept Head)
Date <u>9/22/14</u>	Date

Specific location (address): 300 Forni Road, Placerville CA 95667

Where in facility?

First contact person: Jon Deville Phone: (530) 621-5691

Second contact person: Kelley Golden Phone: (530) 621-5657

Cty Tag #	Description	Serial/VIN #	Condition
105842	VULCAN 36" RANGE STOVE MODEL 36S-6B	<u>650096236</u>	<u>NEW</u>

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>9/24/14</u>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <u>P0201315781</u>	
<u>Can't be used in Jail. Does not fit in space.</u>	
Auditor records updated by:	Date:

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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			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 220210		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head)	Date <i>10/14/14</i>	Approved (Dept Head)	Date
Specific location (address): 515 Main Street, Placerville			
Where in facility? Upstairs and downstairs			
First contact person: Nancy Anderson		Phone: 621-6484	
Second contact person: Christy Lillie		Phone: 621-6487	

Cty Tag #	Description	Serial/VIN #	Condition
	2 Hon 5 drawer filing cabinets - sand		Good
	1 laminate shelf/bookcase/computer stand		Fair
	1 2 drawer oak laminate credenza - small		Good
	Small laminate table		Fair
	Oak credenza		Good
	1 5 drawer filing cabinet - putty		Fair
	1 large oak desk		Fair
	1 Hon 5 drawer filing cabinet		Fair
104607	Dell 5230N printer		Broken
	4 6 shelf Hon bookcases - sand		Very Good

Routing of PTR Form	N/A or Date	Remarks:	
Sent to Auditor/Purchasing	<i>10/15/14</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: 417200	Transfer to index code:
Department: HHSA Mental Health SLT	Department:
Approved (Dept Head) _____ Date _____	Approved (Dept Head) _____ Date _____

Specific location (address): ~~1360 Johnson Blvd, Ste 103~~ 935 Spring St

Where in facility? ~~Portable Building, Storage Closet~~ PHF Basement

First contact person: Jackie Norlie / Jill Rubin Phone: 573-7969 / 730.3

Second contact person: Sabrina Owen Phone: 573-7956

Cty Tag #	Description	Serial/VIN #	Condition
N/A	2) 4 drawer file cabinet 52 x18 x 25 one beige, one black	N/A	good
N/A	3) small tables 22 x 22 x15	N/A	not good
N/A	1) 4 drawer file cabinet 37 x 18 x 53	N/A	good
N/A	1) office chair	N/A	fair
N/A	misc tire chains and cables	N/A	fair to good
N/A	1) two drawer file cabinet, 18 x 15 x 29	N/A	good
N/A	1) microwave (does not always turn itself off & missing a part)	N/A	poor
N/A	1) cabinet 36 x 72 x 18, 2 doors & one drawer	N/A	good
<u>NA</u>	<u>1) Small grey computer desk</u>	<u>NA</u>	<u>good</u>

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>9/25/14</u>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by: _____	Date: _____

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:

Transfer to index code:

Department: Human Services

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

by

J. Cell *9/12/13*

Specific location (address): 937 Springs St, Placerville

Where in facility? Basement

First contact person: Miguel Miranda

Phone: 621-6136

Second contact person: Jill Rubin

Phone: 621-7303

Cty Tag #	Description	Serial/VIN #	Condition
101762	Computer Dell 755		Poor
101735	Computer Dell 755		Poor
101712	Computer Dell 755		Poor
101763	Computer Dell 755		Poor
34591	Computer Dell 520		Poor
101744	Computer Dell 755		Poor
101767	Computer Dell 755		Poor
102082	Computer Dell 755		Poor
101734	Computer Dell 755		Poor
HS20010811	Hp Compaq DC		Poor
34586	Computer Dell		Poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	9/17/13
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>OK to Surplus verify 9/3/13</i>
Auditor records updated by: _____ Date: _____

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County of El Dorado Property Transfer Request

Surplus

Inter-Department Transfer

Transfer from index code:

Transfer to index code:

Department: Human Services

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

bs/

D. Coe

9/12/14

Specific location (address): 937 Springs St, Placerville CA

Where in facility? Basement

First contact person: Miguel Miranda

Phone: 621-6136

Second contact person: Jill Rubin

Phone: 621-7303

Cty Tag #	Description	Serial/VIN #	Condition
2593	Small Mixer Hobart		Poor
	2 Keyboards		poor
	1 Box of Cables		Poor
	5 Monitors Dell		Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>9/17/14</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
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Remarks: <i>OK to surplus long 9/3/14</i>	
Auditor records updated by:	Date:

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**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Inter-Department Transfer
Transfer from index code: 510000	Transfer to index code:
Department: Veteran Affairs	Department:
Approved (Dept Head) Date	Approved (Dept Head) _____ Date
Specific location (address): 130 Placerville Drive, Suite B	
Where in facility? Conference Room	
First contact person: Patricia Morello	Phone: 621-5892
Second contact person:	Phone:

Cty Tag #	Description	Serial/VIN #	Condition
N/A	2-Blue fabric wooden lobby chairs	N/A	Fair
N/A	4-Maroon fabric metal lobby chairs	N/A	Good
N/A	2-Wall partitions	N/A	Broken
N/A	1-24x42 unit desk top	N/A	Broken
N/A	1-30x72 unit desk top	N/A	Good
N/A	HP LaserJet 1000	CNBR826176	Obsolete
N/A	1-3 drawer legal size under desk file cabinet 18x24	N/A	Broken

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 14-1447 A 7 of 9

County of El Dorado
Property Transfer Request

Surplus Inter-Department Transfer

Transfer from index code: <u>602300</u>	Transfer to index code:
Department: Library	Department:
Approved (Dept Head) <u><i>Jan Am</i></u> Date <u>10/2/2014</u>	Approved (Dept Head) _____ Date _____

Specific location (address): Cameron Park Library 2500 Country Club Dr Cameron Park CA 95682

Where in facility? Table in meeting room, hutch in work room

First contact person: Wendy Phone: 621-5110

Second contact person: Lori Phone: 621-5109

Cty Tag #	Description	Serial/VIN #	Condition
None	Desk Hutch 13"D x 36"H x 71 3/4"L (off white)	None	Good
None	Table with folding legs 96"L x 30"W (dark oak color)	None	OK

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>10/2/14</u>
Posted to Intranet	
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<u>Remarks:</u>	
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 402133 Transfer to index code:

Department: HHSA Department:

Approved (Dept Head) Date Approved (Dept Head) Date
D. C. [Signature] 10/3/14

b6

Specific location (address): 3057 Briw Rd - Rm 11

Where in facility? Room 11

First contact person: Jill Rubin Phone: 642-7303

Second contact person: Tim Sampson Phone: 642-7117

Cty Tag #	Description	Serial/VIN #	Condition
103528	Dell Latitude E6510	H8GYQM1	bad display

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	10/6/14	[Signature] OK to surplus
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by: Date: 		

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