















**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: \_\_\_\_\_ Transfer to index code: \_\_\_\_\_

Department: HHSA-PH Department: \_\_\_\_\_

Approved (Dept Head) Date Approved (Dept Head) Date  
*Jan* Patricia Charles-Heston 12-11-17

Specific location (address): 931 Spring St

Where in facility? Lab

First contact person: Amy Higdon Phone: 642-4836

Second contact person: Susan Forrester Phone: 621-6267

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	1 water bath		fair
103640	✓ AirClean PCR workstation		fair
	✓ 2 chisels		fair
	✓ 1 of 3 pipettes (2 Eppendorf)		fair
	✓ 1 mortar and pestle		fair
	✓ 1 box of flints for sparker		fair
	2 bags PCR vials		fair
	✓ 3 pairs of protective gloves used during rabies dissection		fair
	4 boxes of disposable gowns		fair
	✓ 1 of 2 black plastic boxes containing universal test plate		fair
28726	So-Low freezer A13-120T		fair
	<i>4 boxes (L) gloves</i>		
	<i>Kimwipes 20 boxes</i>		
35651	<i>ELX 800 plate reader</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	

<b>Remarks:</b> Donate to Sacramento County Public Health Department	
<i>Via Agmt # 2683</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