

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 241110		Transfer to index code:	
Department: Sheriff's Office		Department:	
Approved (Dept Head) <i>R. Esler</i>	Date <i>7-23-15</i>	Approved (Dept Head)	Date

Specific location (address): 300 Fair Lane, Placerville, CA 95667

Where in facility? Weightroom

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

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

Cty Tag #	Description	Serial/VIN #	Condition
33957	Octane Pro35 Elliptical Cross Trainer	RO404011	Fair
30019	Precor 544EFX Elliptical Climber	N/A	Fair
N/A	Treadmill	N/A	Fair
N/A	Dumbell Rack	N/A	Fair
N/A	Nautilus Leg Press	N/A	Fair
N/A	Body Solid Cable Machine	N/A	Fair
N/A	Nautilus Cable pulldown/pullback machine	N/A	Fair
N/A	Nautilus Smith Machine	N/A	Fair
N/A	Megatuff Inclined Press	N/A	Fair
N/A	Megatuff Bench Press	N/A	Fair
N/A	Megatuff Shoulder Press	N/A	Fair

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

Remarks: These items were originally donated by the Deputy Sheriff's Association. They are being returned back to the Deputy Sheriff's Association as a trade in for brand new equipment.	
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