

**County of El Dorado  
Property Transfer Request**

**Surplus**

**Inter-Department Transfer**

Transfer from index code:

Transfer to index code:

Department: Human Services

Department: Human Services

Approved (Dept Head)

Date

Approved (Dept Head)

Date

*[Signature]* *3/8/13*

Specific location (address): 3368 Lake Tahoe blvd

Where in facility? Basement

First contact person: Cathy Mullen

Phone: 573-3211

Second contact person: Paula Lambdin

Phone: 573-3492

Cty Tag #	Description	Serial/VIN #	Condition
	3- Glass Display Boards 60x36 -need key -master exists		Good
	1- Glass Display Boards 36x48-needs key-master exists		Good
	1- 23 slot metal vertical file holder		Good
	1 - electrical fan		Poor
	1- computer desk- wood		Good
	1- oxygen tank-empty		poor
	1-4 step ladder-movable with wheels		good
	2- rolling file baskets		medium
	75- red/clear form holders with tabs-plastic		medium
	3-metal file cabinets-4 drawer- no key		medium
4223	1 metal file cabinet- 4 drawer- no key		poor
	1 metal file cabinet- 5 drawer- no key		good
	1 -plywood form/book case- 80'x42'		medium
	7-metal file buckets		medium
	1- HP 960 desk jet printer- no cartridges		medium
	Approximately 4 Reams pastel legal paper		good
	8 reams white legal paper		poor
	3 calculators		poor
	1- Electrical time clock		poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>3/14/13</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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., Pink-From Dept., Gold-Purchasing

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) \_\_\_\_\_ TRANSFER TO (INDEX CODE) \_\_\_\_\_

DEPARTMENT: HUMAN Services      DEPARTMENT: \_\_\_\_\_

APPROVED (DEPT HEAD)      DATE      APPROVED (DEPT HEAD)      DATE  
Samir Walker      3-19-2013      \_\_\_\_\_      \_\_\_\_\_

SPECIFIC LOCATION (ADDRESS): 937 SPRING ST. PLACERVILLE -

Where in Facility? Basement -      3/15/13

FIRST CONTACT PERSON: Miguel Miranda -      PHONE: (530) 621 6136 -

SECOND CONTACT PERSON: Jill Rubin      PHONE: (530) 621 7307 -

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COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	Monitor CS 1017 -		poor
	Chair CS 2001		poor
	Printer HP 4250n CS 5102 -		poor
	Grey chair		poor
	Speakers		poor
	Radio Sony 3/1		poor
	Printer Minolta 2030		poor
	box w/ tools -		bad
			poor

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

REMARKS: \_\_\_\_\_

AUDITOR RECORDS UPDATED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.**

WHITE (AUDITOR)      YELLOW (TO DEPT)  
 PINK (FROM DEPT)      GOLD (PURCHASING)



5221

**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**

**INTERDEPARTMENT**

**POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HUMAN SERVICES

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

*Ornel Nolasco*

3-19-2013

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 937 Spring St, placerville

Where in Facility? Computer room.

3/15/13.

FIRST CONTACT PERSON: Miguel Miranda.

PHONE: 621 6136.

SECOND CONTACT PERSON: Jill Rubin

PHONE: 621 7303.

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
29985	Projector "Inflows"	SPW11100788.-	poor
102215	Tablet. Te4400 compaq	CND7311V6K.-	poor HD removal
35726	Pc dell 520	F426SC1.	poor
34482	Pc dell	9C7JH91	poor
30799	Laptop IMac.	Becsibook.-	poor
32061	Laptop Dell	J2GV921.	poor
33267	Tablet.-		poor
102214	Tablet.- Te4400 compaq	CND7311TD2.-	poor ↓

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**       **INTERDEPARTMENT**      **POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE) \_\_\_\_\_ TRANSFER TO (INDEX CODE) \_\_\_\_\_

DEPARTMENT: HUMAN SERVICES      DEPARTMENT: \_\_\_\_\_

APPROVED (DEPT HEAD) Carol Nelson      DATE 3-13-2013      APPROVED (DEPT HEAD) \_\_\_\_\_      DATE \_\_\_\_\_

SPECIFIC LOCATION (ADDRESS): 937 Spring St Placerville.

Where in Facility? Computer room. -      3/15/13. -

FIRST CONTACT PERSON: Miguel Miranda. -      PHONE: 621-6136. -

SECOND CONTACT PERSON: Jill Rubin      PHONE: 621-7303. -

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	(5) Ink		poor
	Back UPS CS5018.		poor
	fan		poor
	fax CS1353.-		poor
	for Laptop Docking Station		poor
	PHONE -		poor
	LA 590 CS5334 - (2) PRINTER EPSON CS 812.		poor
	Navigator Dell		poor
	Scale CS998.-		poor

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>HUMAN SERVICES</u>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <u>Donal Niles</u> <u>3-19-2013</u>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): Basement 937 Spring St. Placerville.-

Where in Facility? Basement.      3/15/13.-

FIRST CONTACT PERSON: Miguel Miranda      PHONE: 621-6136.-

SECOND CONTACT PERSON: Jim Rubin      PHONE: 627-7303.-

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	<u>Metal Desk CS898</u>		<u>Poor.-</u>
	<u>Wood top desk (2)</u>		<u>Poor.-</u>
	<u>TV CART</u>		<u>Poor.-</u>
	<u>Metal chair</u>		<u>Poor.-</u>
	<u>Safe CS 1255</u>		<u>Poor.-</u>
	<u>Orange chair CS722</u>		<u>Poor.-</u>
	<u>7 kreg chairs CS5095-97-82-91</u> <u>CS5100-89-90</u>		<u>Poor.-</u>
	<u>book shelf.</u>		<u>Poor.-</u>
	<u>Typewriter</u>		<u>Poor.-</u>

<b>PURCHASING USE ONLY</b>	<b>DATE</b>
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PINK (FROM DEPT)      GOLD (PURCHASING)



**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**

**INTERDEPARTMENT**

**POSTED TO EDCNET** \_\_\_\_\_

TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

*HUMAN Services*

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

*Carroll Nelson 3-19-2013*

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): *937 Spring St. Placerville. -*

Where in Facility? *Computer Room. - 3/15/13. -*

FIRST CONTACT PERSON: *Miguel Miranda. PHONE: 621 6136 -*

SECOND CONTACT PERSON: *Sill Rubin PHONE: 621 7303. -*

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	<i>Monitor dell</i>		<i>broken</i>
	<i>Printer HP 3052</i>		<i>poor</i>
	<i>Metal box</i>		<i>poor</i>
	<i>laptop McBook</i>		<i>poor</i>
	<i>tool box</i>		<i>poor</i>
	<i>bag X computer</i>		<i>poor</i>
	<i>box of computer items</i>		<i>bad</i>
	<i>Camera CS 155</i>		<i>poor</i>
	<i>Shredder CS5041</i>		<i>Poor</i>

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BOARD APPROVAL	
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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE)	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>HUMAN Services.</u>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <u>Amal Datta</u> <u>3-19-2013</u>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): 937 Spring St. placerville.

Where in Facility? Basement. 3/15/13.-

FIRST CONTACT PERSON: Miguel Miranda      PHONE: 621 6130.

SECOND CONTACT PERSON: Jill Rubin      PHONE: 621 7303.-

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COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
16540	Saw Machine.	1716225053.	Poor.-
30848	Pc Mc	SXA1260U7KXG	Poor.-
30847	Pc Mc	SXB12616VKXG	Poor.-
30800	Pc Mc	W1314K1LAL	Poor.-
29441	Pc Mc	X10250UKJ2.	Poor.-
30846	Pc Mc	SXB126169KXG.	Poor.-
19840	TV RCA	8373600	Poor.-
13758	CAMERA		Poor.-

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**SURPLUS**

**INTERDEPARTMENT**

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TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HHSA - CS

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

*Samuel Nishan*

3-14-2013

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 937 Spring St

Where in Facility? all over

FIRST CONTACT PERSON: Miguel Miranda PHONE: 6136

SECOND CONTACT PERSON: Jill Rubin PHONE: 7303

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
	( <sup>11</sup> ) wood shelf NLT	/	fair
	Plastic gray shelf M/L		fair
AG 1275	file safe grey		old - fair
	Box office supplies		fair
15482	Wood Book shelf M/L		fair
	Metal organizer M/L		fair
	Book shelf CS253		fair
	green chair CS178		broken
	Wood shelf CS052		fair

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE)

TRANSFER TO (INDEX CODE)

DEPARTMENT:

HHSA - CS

DEPARTMENT:

APPROVED (DEPT HEAD)

DATE

David Nelson 3-14-2013

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS): 937 Spring st

Where in Facility? on over

FIRST CONTACT PERSON: Miguel Miranda

PHONE: 6136

SECOND CONTACT PERSON: Jim Rubin

PHONE: 7303

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
/	wood cabinet M/T	/	fair
/	blue sofa. M/T	/	damaged
/	grey chair. M/T	/	fair
/	blue table(wheels) M/T	/	Broken

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS       INTERDEPARTMENT      POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <u>250000</u>	TRANSFER TO (INDEX CODE)
DEPARTMENT: <u>EDC Probation</u>	DEPARTMENT:
APPROVED (DEPT HEAD)      DATE <u>[Signature]</u> <u>3-12-13</u>	APPROVED (DEPT HEAD)      DATE

SPECIFIC LOCATION (ADDRESS): 3974 Durrock Rd., Ste 205, Shingle Spgs, CA

Where in Facility? Cubicle space 40

FIRST CONTACT PERSON: Jackie Walker      PHONE: x 40095

SECOND CONTACT PERSON: Darci Prall      PHONE: x 40074

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
⊖	④ Dell monitors	⊖	Broke
⊖	② Keyboard	⊖	Broke
<u>26601</u>	<u>Lanier Dictator</u>	<u>2024970</u>	<u>Old</u>
⊖	<u>Lanier Dictator</u>	<u>766907</u>	<u>Old</u>

<b>PURCHASING USE ONLY</b> DATE	
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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <u>250000DA</u>		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <u>EDC Probation</u>		DEPARTMENT:	
APPROVED (DEPT HEAD) <u>[Signature]</u>	DATE <u>3-12-13</u>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION (ADDRESS): 3974 Durrock Rd., Ste 205, Shingle Spgs, CA

Where in Facility? Cubicle space 60

FIRST CONTACT PERSON: Jackie Walker PHONE: x 60915

SECOND CONTACT PERSON: Darci Prall PHONE: x 6076

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
34707	Dell Optiplex GX520	6006M91	Old
32924	Dell Dimension 4600C	63ZD451	Old
33419	Dell Optiplex GX280	85KCD61	Old
33425	Dell Optiplex GX280	91QLF61	Old
33406	Dell Optiplex GX280	D2KCD61	Old
35233	Dell Optiplex GX520	GWG4WB1	Old
33415	Dell Optiplex GX280	54KCD61	Old
35272	Dell Optiplex GX520	91H4WB1	Old
⊖	HP Ink jet	MY69R8R1P6	Broke

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**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

 SURPLUS

 INTERDEPARTMENT

POSTED TO EDCNET \_\_\_\_\_

TRANSFER FROM (INDEX CODE) <u>602100</u>		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <u>Library</u>		DEPARTMENT:	
APPROVED (DEPT HEAD) <u>Jean Ann</u>	DATE <u>3/29/13</u>	APPROVED (DEPT HEAD)	DATE

 SPECIFIC LOCATION (ADDRESS): 345 Fair Ln.

 Where in Facility? Downstairs inside back staff door and Hallway downstairs

 FIRST CONTACT PERSON: David Taylor PHONE: 5951

 SECOND CONTACT PERSON: Deborah Raiche PHONE: 5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<u>None</u>	<u>Xerox Typewriter 620 Memorywriter</u>	<u>None</u>	<u>Works maybe</u>
<u>18925</u>	<u>Xerox Typewriter 620 Memorywriter</u>	<u>None</u>	<u>Works maybe</u>
<u>30928</u>	<u>Dell Optiplex GX240</u>	<u>GDB1811</u>	<u>No HD/RAM</u>
<u>31775</u>	<u>Dell Optiplex GX260</u>	<u>GK2QZ11</u>	<u>No HD/RAM</u>
<u>None</u>	<u>Linksys Router 4-Port Switch</u>	<u>C2130C948455</u>	<u>Dead</u>
<u>None</u>	<u>Royal 244 PD Calculator w/Tape</u>	<u>77583895</u>	<u>Tape Feed Broken</u>
<u>Green</u>	<u>(7) 17" FP Monitors</u>	<u><del>2N9R811</del></u>	<u>Dead</u>
<u>30914</u>	<u>Dell Dimension 8200</u>	<u>2N9R811</u>	<u>No HD</u>
<u>33458</u>	<u>Dell Optiplex GX280</u>	<u>2V52J61</u>	<u>No HD/RAM</u>

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<b>TRANSFER FROM (INDEX CODE)</b> 602100		<b>TRANSFER TO (INDEX CODE)</b>	
<b>DEPARTMENT:</b> Library		<b>DEPARTMENT:</b>	
<b>APPROVED (DEPT HEAD)</b> <i>Jean Ann</i>	<b>DATE</b> 3/29/13	<b>APPROVED (DEPT HEAD)</b>	<b>DATE</b>

**SPECIFIC LOCATION (ADDRESS):** 345 Fair Lane

**Where in Facility?** Downstairs Hallway + inside staff door

**FIRST CONTACT PERSON:** David Taylor **PHONE:** 5951

**SECOND CONTACT PERSON:** Deborah Raiche **PHONE:** 5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
35899	Dell Optiplex 745	6FCWYC1	No HD / RAM
34026	Dell Optiplex GX620	8Z8ZM81	No HD / RAM
34046	Dell Optiplex GX620	JDCZM81	No HD / RAM
33456	Dell Optiplex GX280	BT52J61	No HD / RAM
24923	HP LaserJet 4L	USB667115	Broken
33461	Dell Optiplex GX280	HV52J61	No HD
33452	Dell Optiplex GX280	DS52J61	No HD
34755	Dell Optiplex GX620	FD4IV91	No HD / RAM
34753	Dell Optiplex GX620	BD4IV91	No HD / RAM

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**AUDITOR RECORDS UPDATED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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PINK (FROM DEPT)                      GOLD (PURCHASING)

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INTERDEPARTMENT

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TRANSFER FROM (INDEX CODE) <u>602100</u>		TRANSFER TO (INDEX CODE)	
DEPARTMENT: <u>Library</u>		DEPARTMENT:	
APPROVED (DEPT HEAD) <u>Jeanne Ann</u>	DATE <u>3/29/13</u>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION (ADDRESS): 345 Fair Lane

Where in Facility? Downstairs Hallway + inside staff door

FIRST CONTACT PERSON: David Taylor PHONE: 5951

SECOND CONTACT PERSON: Deborah Raiche PHONE: 5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
30912	Dell Dimension 8200	HM9R811	No HD
34737	Dell Optiplex Gx520	BCV0V91	No HD
34736	<del>34736</del> Dell Optiplex Gx520	5CV0V91	No HD
35552	Dell Optiplex Gx520	93TTHC1	No HD
31773	Dell Optiplex Gx260	9K2QZ11	No HD
35745	Dell Optiplex 745	BKSNSC1	No HD/RAM
35742	Dell Optiplex 745	7KSNSC1	No HD/RAM
35739	Dell Optiplex 745	3KSN5C1	No HD/RAM
30758	Dell Optiplex Gx240	3R2J711	No HD

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DATE: \_\_\_\_\_

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WHITE (AUDITOR)                      YELLOW (TO DEPT)

PINK (FROM DEPT)                      GOLD (PURCHASING)





**COUNTY OF EL DORADO  
PROPERTY TRANSFER REQUEST**

**SURPLUS**

**INTERDEPARTMENT**

**POSTED TO EDCNET** \_\_\_\_\_

<b>TRANSFER FROM (INDEX CODE)</b> 602100		<b>TRANSFER TO (INDEX CODE)</b>	
<b>DEPARTMENT:</b> Library		<b>DEPARTMENT:</b>	
<b>APPROVED (DEPT HEAD)</b> <i>Jean Ann</i>	<b>DATE</b> 3/29/13	<b>APPROVED (DEPT HEAD)</b>	<b>DATE</b>

**SPECIFIC LOCATION (ADDRESS):** 345 Fair Lane

**Where in Facility?** Downstairs inside staff door + outside hallway

**FIRST CONTACT PERSON:** David Taylor **PHONE:** 5951

**SECOND CONTACT PERSON:** Deborah Raiche **PHONE:** 5154

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
None	Painting (6.5'x35')	None	OK
None	Flat Cart w/wheels	None	OK
33453	Dell Optiplex GX280	H552J61	No HD/RAM
None	Horizon Ultra Apollo 15404 overhead projector	99124732	Works
None	Chalkboard on wheels	None	Works/Needs Erasing
None	Box of P52 Mice + Keyboards	None	Outdated
3724	6 slots x 6 slots Shelving Unit	None	OK
None	Misc. Desk Parts	None	Various
30109	HP 2100M Printer	US6N035443	Broken

PURCHASING USE ONLY	DATE
PICKUP BY CENTRAL SERVICES	
BOARD APPROVAL	
PICKUP BY AUCTIONEER	
COPY TO AUDITOR	

**REMARKS:** \_\_\_\_\_

**AUDITOR RECORDS UPDATED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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