

COUNTY OF EL DORADO
PROPERTY TRANSFER REQUEST

SURPLUS

INTERDEPARTMENT

POSTED TO EDCNET _____

TRANSFER FROM (INDEX CODE)

145320

TRANSFER TO (INDEX CODE)

DEPARTMENT:

Gen Serv Fleet Mgmt

DEPARTMENT:

APPROVED (DEPT HEAD)

Laura S. Hill

DATE

9/19/07

APPROVED (DEPT HEAD)

DATE

SPECIFIC LOCATION (ADDRESS):

Fleet 2443 Headington Rd

Where in Facility?

Fleet VARD

FIRST CONTACT PERSON:

Bob Kelly

PHONE:

919-4920

SECOND CONTACT PERSON:

TARI Hill

PHONE:

X4906

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
See Attached			

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)

