

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

Transfer from ORG code:	Transfer to ORG code:
Department: HHSA	Department:
Approved (Dept Head) Date <i>O.B.C.</i> <small>Olivia Byron Cooper (Mar 1, 2024 09:21 PST)</small>	Approved (Dept Head) Date Mar 1, 2024

Specific location (address): 6435 Capitol Ave Diamond Springs CA 95619

Where in facility? Supply room on black cart

First contact person: Chelsea Pokrzywinski Phone: 530-621-5795

Second contact person: Amy Higdon Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	oval plastic floor mat	n/a	Functional
n/a	rectangular floor mat	n/a	Functional
n/a	large w first aid kit	n/a	Functional
n/a	dell monitor holder	n/a	Functional
n/a	swingline industrial stapler	n/a	Functional
n/a	royal numbering machine stamp	n/a	Functional Expired Warranty
n/a	8 4x6 avery landscape photo page holders	n/a	Functional
n/a	radio shack radio scanner	n/a	Functional
n/a	fujitsu check scanner	n/a	Broken
n/a	logitech mouse	n/a	Functional
n/a	logitech keyboard	n/a	Functional
n/a	4 magnetic posit note holders	n/a	Broken
n/a	1 headset for phone	n/a	Functional
n/a	flat screen tv mount	n/a	Functional
n/a	computer speakers	n/a	Functional Expired Warranty
n/a	poster 24x36	n/a	Functional
n/a	2 xerox cartridges	n/a	Functional
n/a	3 foot rests	n/a	Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>3/1/24</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

County of El Dorado Property Transfer Request

Surplus

 Trade-In

 Inter-Department Transfer

Transfer from ORG code:	Transfer to ORG code:
Department: HHSA	Department:
Approved (Dept Head) Date <i>O.B.C.</i> <small>Olivia Byron Cooper (Mar 1, 2024 09:27 PST)</small>	Approved (Dept Head) Date
Mar 1, 2024	

Specific location (address): 3057 Briw Rd

Where in facility? Room 16 Data Room

First contact person: Fred Dunphy Phone: 530-642-7222

Second contact person: Amy Higdon Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
108694	Microsoft Surface Pro 4	10H6LH2	Functional Expired Warranty
108712	Microsoft Surface Pro 4	8GH6LH2	Functional Expired Warranty
108698	Microsoft Surface Pro 4	40H6LH2	Functional Expired Warranty
108693	Microsoft Surface Pro 4	30H6LH2	Functional Expired Warranty
108406	Dell Optiplex 3020	9P2QB2	Functional Expired Warranty
102145	DELL 3115CN ALL IN ONE	94CVNC1	Functional Expired Warranty
NA	2x android S10 phones	NA	Functional Expired Warranty
NA	Lenovo Tablet	HAOKHAEG	Broken
hp printer	laserjet 1200	NA	Broken
110402	Dell Optiplex 3070	4PPPD43	Broken
109190	Dell Latitude 5850 XCTO	J4YJL12	Broken
111624	Dell Mobile Precision 3550	5772Q73	Broken
NA	14 Roller ball mice	NA	Functional Expired Warranty
NA	4 Keyboards	NA	Broken
NA	2 USB Headset	NA	Broken
NA	HP Mobile Printer	NA	Functional
NA	Logitech Webcam	NA	Functional Expired Warranty
NA	Wireless mouse	NA	Broken

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Remarks:	
IT Ticket: P2UH3A3A92	
Auditor records updated by:	Date:

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