

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 220210		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	11/15/13		

Specific location (address): Gold Key Storage, 4040 Stage Court, Placerville, CA

Where in facility? **Unit #238**

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Richard Pesce Phone: _____

Cty Tag #	Description	Serial/VIN #	Condition
N/A	2 MODULAR FURNITURE SETS WITH OVERHEAD CAB.		GOOD
N/A	1 GREY 5 DRAWER VERTICAL METAL FILE CABINET		FAIR
N/A	1 BEIGE 4 DRAWER VERTICAL MEAL FILE CABINET		FAIR
N/A	1 GREY 5 DRAWER VERTICAL METAL FILE CABINET		FAIR
N/A	MULIPLE STACKING METAL INDEX CARD FILE BOXES		FAIR
N/A	1 BROWN CLOTH SECRETARY CHAIR		BROKEN
N/A	1 BLACK LEATHER EXECUTIVE CHAIR		BROKEN
N/A	1 BLACK LEATHER EXECUTIVE CHAIR		BROKEN
N/A	1 MEDIUM SIZED TABLE WITH METAL LEGS		GOOD

<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:	
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
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13-1565 A 1 of 21

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code:		Transfer to index code:	
Department: HHSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 990 Lassen Lane El Dorado Hill

Where in facility? Several different spaces

First contact person: Jill Rubin Phone: (530) 642-7303

Second contact person: Wanda Demarest Phone: (530) 621-6198

Cty Tag #	Description	Serial/VIN #	Condition
	Baldwin organ		unknown
	Misc. office supplies		broken
	3 cases of square sheet toilet paper		good
	7-10 side chairs		stained
	table parts		misc.
	fake Christmas tree		fair
	several large round folding tables		good
	several cloth folding chairs		stained
	2 furniture system panels-burgandy		fair
	small tv		broken
	wood desks-2		broken
	small computer		broken
	wood 2 drawer file cabinet		broken
	misc wood and metal parts		broken
	construction supplies: tile, paint, grout, bulbs, fixtures		used

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 241140

Transfer to index code:

Department: Support Services Sheriff Information Tech

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

PR 

1/15/10

Specific location (address): Pick up @ 3615 China Garden Diamond Springs CA 95619..... RADIO SHOP

Where in facility? 3 Pallets North east of Radio Shop

First contact person: Edward Morales

Phone: (530) 621-6048

Second contact person:

Phone:

Cty Tag #	Description	Serial/VIN #	Condition
35781	DELL PC	jj9fgc1	Broken
34164	DELL PC	553wl8l	Broken
34146	DELL PC	fsqw181	Broken
31867	DELL PC	65m5321	Broken
32308	DELL PC	9fk4v21	Broken
31859	DELL PC	jym5321	Broken
31811	DELL PC	72l5321	Broken
31829	DELL PC	72vo1c1	Broken
32035	DELL PC	hsrtf21	Broken
34171	DELL PC	crqw181	Broken
31050	HP 31814LAPTOP	tw21222854	Broken
31814	DELL PC	32k5321	Broken
32313	DELL PC	g53bv21	Broken
32034	DELL PC	NA	Broken
31845	DELL PC	cl5321	Broken
34169	DELL PC	273wl81	Broken
34160	DELL PC	b63wl81	Broken
32040	DELL PC	9rrtf21	Broken
no tag	Gateway PC	NA	Broken
No Tag	15 Misc 15" Dell Monitors	NA	very old
No Tag	10 Misc Broken Printers	NA	Broken

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 250000		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): 3974 Durock Rd., Ste. 205, Shingle Springs

Where in facility? Cubicle #61

First contact person: Jackie Walker Phone: 621-6095

Second contact person: Darci Prall Phone: 621-6076


[Handwritten initials]

Cty Tag #	Description	Serial/VIN #	Condition
35074	HP Laserjet 4250n Printer	CNGXF49990	Broken
35265	GX520 Dell Tower	BOH4WB1	Old
-0-	DVD Toshiba	AD24617619A	Broken
-0-	Calculator	O71002301	Broken
-0-	Dell Monitor	CNOCC3526418068B38EL	Damaged
-0-	Dell Mouse	-0-	Damaged
-0-	(2) Dell Keyboard	-0-	Damaged
-0-	HP Inkjet Printer	MY73O9R0FS	Broken

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**County of El Dorado
Property Transfer Request**

<input checked="checked" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 220210		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head)	 Date 11/15/23	Approved (Dept Head)	Date

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Upstairs - back office work area

First contact person: Nancy Anderson Phone: 621-6484

Second contact person: Richard Pesce Phone:

Cty Tag #	Description	Serial/VIN #	Condition
	SONY DIGITAL MAVICA 4X CAMERA (STATE TAG #43162)		?

Routing of PTR Form	N/A or Date	Remarks: <i>Return to State of Calif.</i>
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 220400	Transfer to index code:
Department: District Attorney	Department:
Approved (Dept Head) Date 11/15/13	Approved (Dept Head) Date

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Downstairs conference room

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Richard Pesce Phone:

Cty Tag #	Description	Serial/VIN #	Condition
34874	COMPUTER - DELL OPTIPLEX GX620		GOOD
34875	COMPUTER - DELL OPTIPLEX GX620		GOOD
35998	COMPUTER - DELL OPTIPLEX GX620		GOOD
35999	COMPUTER - DELL OPTIPLEX GX620		GOOD
36000	COMPUTER - DELL OPTIPLEX GX620		GOOD
33156	COMPUTER - DELL POWEREDGE 700		GOOD
33176	COMPUTER - DELL POWEREDGE 4600		GOOD
33177	COMPUTER - DELL DIMENSION 8300		GOOD
33492	COMPUTER - DELL DIMENSION 4700		GOOD
33494	COMPUTER - DELL DIMENSION 4700		GOOD
33495	COMPUTER - DELL DIMENSION 4700		GOOD
33496	COMPUTER - DELL DIMENSION 4700		GOOD
33935	COMPUTER - DELL OPTIPLEX SX280		GOOD
33937	COMPUTER - DELL OPTIPLEX SX280		GOOD

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 220210	Transfer to index code:
Department: District Attorney	Department:
Approved (Dept Head) Date 11/15/13	Approved (Dept Head) _____ Date _____

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Downstairs conference room

First contact person: Nancy Anderson

Phone: (530) 621-6484

Second contact person: Richard Pesce


Phone:

Cty Tag #	Description	Serial/VIN #	Condition
N/A	9 LAPTOP BAGS/CASES		GOOD
N/A	1 SMALL REFRIGERATOR		BROKEN
27660	CISCO 2500 ROUTER		GOOD
N/A	INTEL 10/100 RACK HUB		GOOD
N/A	BUSINESS CARD SCANNER		FAIR
N/A	1 ELECTRIC PENCIL SHARPENER		POOR
N/A	DELL KIT 2 U/RACK MOUNTABLE SERVER RAILS		NEW
N/A	1 BOX OF FLOPPY AND CD DRIVES - INTERNAL		NEW
N/A	1 BOX OF USB CORDS		NEW
N/A	2 DELL LAPTOP PRX DOCKING STATIONS		GOOD
N/A	2 HEAVY DUTY SERVER RACK GUIDES		GOOD
N/A	1 OLD SMALL METAL ROLLING TABLE		FAIR
N/A	1 TWO TIER WIRE ROLLING CART		GOOD
N/A	MULTIPLE OLDER SERVER SOFTWARE		POOR

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Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 220210		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head) 	Date 11/15/13	Approved (Dept Head)	Date

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? **Downstairs conference room**

First contact person: Nancy Anderson

Phone: (530) 621-6484

Second contact person: Richard Pesce

Phone:

Cty Tag #	Description	Serial/VIN #	Condition
34268	COMPUTER - DELL OPTIPLEX GX620		GOOD
34269	COMPUTER - DELL OPTIPLEX GX620		GOOD
34273	COMPUTER - DELL OPTIPLEX GX620		GOOD
34275	COMPUTER - DELL OPTIPLEX GX620		GOOD
101190	COMPUTER - DELL OPTIPLEX GX620		GOOD
102018	COMPUTER - DELL OPTIPLEX 755 DUO		GOOD
102019	COMPUTER - DELL OPTIPLEX 755 DUO		GOOD
102776	COMPUTER - DELL OPTIPLEX 755MT DUAL		GOOD
102779	COMPUTER - DELL OPTIPLEX 755 MT DUAL		GOOD
N/A	1 HEAVY DUTY KEYBOARD TRAY		FAIR
N/A	1 HP PHOTOSMART 1218 PRINTER		FAIR
N/A	1 HP OFFICE JET 5150 PRINTER		FAIR
N/A	1 PREMIER ENVELOPE SEALER		?
N/A	1 HP DESKJET 990 CXI		BROKEN
N/A	1 HP OFFICEJET - NO POWER CORD		POOR
N/A	1 PANASONIC TV		FAIR
N/A	WOOD DESK SHELF UNIT		GOOD
N/A	1 BOX OF VGA CABLES		NEW
N/A	DELL 17" MONITOR		GOOD
N/A	DELL 17" MONITOR		GOOD
N/A	DELL 17" MONITOR		GOOD

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Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 220210	Transfer to index code:
Department: District Attorney	Department:
Approved (Dept Head) Date 11/15/13	Approved (Dept Head) Date

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? **Downstairs conference room**

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Richard Pesce Phone:

Cty Tag #	Description	Serial/VIN #	Condition
N/A	DELL 17" MONITOR		GOOD
N/A	DELL 17" MONITOR		GOOD
N/A	MODULAR FURNITURE		GOOD
N/A	OVERHEAD SUITCASE PROJECTOR		GOOD
N/A	ANSWERING MACHINE		?
N/A	DELL 17" MONITOR		GOOD
N/A	NEC 15" MONITOR		GOOD
N/A	DELL 17" MONITOR		GOOD
N/A	DELL 17" MONITOR		GOOD
N/A	HP JET DIRECT 150X PRINTER		GOOD
N/A	1 BOX COMPUTER POWER CORDS		NEW
N/A	MAROON SECRETARY CHAIR		BROKEN
N/A	GREY SECRETARY CHAIR		POOR
34792	EXCELLA SMALL DOCUMENT SCANNER		GOOD
N/A	HP OFFICEJET 4315 SCANNER		GOOD
N/A	HP INK CARTRIDGES #45		NEW
N/A	1 HP INK CARTRIDGE #78		NEW
N/A	1 HP INK CARTRIDGE #14		NEW
N/A	1 HP INK CARTRIDGE #15		NEW
N/A	1 APC 1000 BATTERY BACKUP		GOOD
N/A	1 MINI REFRIGERATOR		BROKEN

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 220230	Transfer to index code:
Department: District Attorney	Department:
Approved (Dept Head) Date 11/19/13	Approved (Dept Head) Date

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Downstairs conference room

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Richard Pesce Phone:


Cty Tag #	Description	Serial/VIN #	Condition
103782	Dell 2145cn Copier, Printer, Scanner		Broken

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<u>Remarks:</u>	
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Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 220210		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head) 	Date	Approved (Dept Head)	Date

Specific location (address): **515 Main Street, Placerville, CA**

Where in facility? **Upstairs - back office work area**

First contact person: Nancy Anderson Phone: 621-6484

Second contact person: Richard Pesce Phone:

Cty Tag #	Description	Serial/VIN #	Condition
N/A	DESK CHAIR - PINK		POOR
N/A	DESK CHAIR - GREY		POOR
N/A	LG. DOCUMENT STORAGE RACK (2)		FAIR
N/A	WALL MOUNT DOCUMENT HOLDER		GOOD
N/A	2 DRAWER LEGAL FILE CABINET		FAIR

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6/2012

Nº -- 8507

County of El Dorado
Property Transfer Request

Surplus Inter-Department Transfer

Transfer from index code:		Transfer to index code:	
Department: Health & Human Services Agency - PH		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>	11/20/2013		

bx

Specific location (address): 935b Spring St

Where in facility? Basement

First contact person: Tim Sanpson Phone: 621-6137

Second contact person: Jill Rubin Phone: 621-7303

City Tag #	Description	Serial/VIN #	Condition
32702	Dell 17" Flat Panel Display	MX-027511-47605 423-35K2	
34409	Optiplex Gx520	F0P8491	Pool
35341	Optiplex Gx620	4W8V3C1	Pool
N/A	14 Keyboards & misc Mice	N/A	Pool
N/A	11 17" Flat Panel Displays	N/A	Pool
34474	Optiplex 520	HD7JH91	Pool

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing		<i>[Signature]</i> 11/13/13
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2/26/13

N^o -- 9480

County of El Dorado
Property Transfer Request

Surplus Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department:	Department:
Approved (Dept Head) <i>D. Cole</i> Date <i>11/13/2013</i>	Approved (Dept Head) Date

Specific location (address): 935 Spring St
Where in facility? PHF Basement
First contact person: Tim Sampson Phone: 642-7117
Second contact person: Jill Rubin Phone:

Cty Tag #	Description	Serial/VIN #	Condition
31795	Inspiron 8200 Lab	55YH121	Poor
32681	Inspiron 5100 CEN	HWHBB41	Poor
33440	Inspiron 5160 CEN	HMYGG61	Poor
35009	OptiPlex GX620	FBR34B1	Poor
31795	Inspiron 8200 Laptop	55YH121	Poor
32681	Inspiron 5100 Laptop	HWHBB41	Poor
33440	Inspiron 5160	HMYGG61	Poor

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing		<i>OK Larry 11/13/13</i>
Posted to Intranet		
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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: **411000**

Transfer to index code:

Department: HHS - Mental Health

Department:

Approved (Dept Head) *D-coe* Date *11/22/13*

Approved (Dept Head) Date

Specific location (address): 935 Spring St

Where in facility? PHF Basement

First contact person: Jill Rubin Phone: 621-7303

Second contact person: Tim Sampson Phone: 642-7117

Cty Tag #	Description	Serial/VIN #	Condition
NA	1 box UPS batteries	NA	Un-usable
NA	3 boxes miscellaneous parts.. cables, keyboards etc	NA	Obsolete
NA	5 x 17' Flat Panel Displays	NA	Un-usable
NA	1 x D series docking station	NA	Obsolete

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Remarks: *OK Lemmy 11/7/13*

Auditor records updated by: _____ Date: _____

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**County of El Dorado
Property Transfer Request**

<input checked="checked" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 116000		Transfer to index code:	
Department: CAO - Parks and Trails		Department:	
Approved (Dept Head) <i>Kimberly Allen</i>	Date <i>11/18/13</i>	Approved (Dept Head)	Date
Specific location (address): 330 Fair Lane, Building A, Parks & Trails/Econ Dev Office			
Where in facility? Beside Beverly Savage workstation			
First contact person: Beverly Savage		Phone: 621-5158	
Second contact person: CJ Freeland		Phone: 621-5159	

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Glass Case, approx 12" deep x 18" tall x 20" wide		good
N/A	Glass Case, approx 12" deep x 16" tall x 26" wide		good
N/A	Casio Cash Register		broken

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 117000 Transfer to index code:

Department: CAO - Parks & Trails, River Mgmt Department:

Approved (Dept Head) <i>Kimberly A. Lee</i>	Date	Approved (Dept Head)	Date
	<i>11/18/13</i>		

Specific location (address): 330 Fair Lane, Building A, Parks & Trails/Econ Dev Office

Where in facility? Econ Dev Manager Office

First contact person: Beverly Savage Phone: 621-5158

Second contact person: CJ Freeland Phone: 621-5159

Cty Tag #	Description	Serial/VIN #	Condition
27121	Horiba water testing kit		fair (old)

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 103110/103210	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head) <i>Heely Webb</i>	Approved (Dept Head)
Date <i>11/25/13</i>	Date

Specific location (address): 360 Fair Lane, Placerville, CA

Where in facility? IT Surplus Area

First contact person: Jaime Cone Phone: (530) 621-7664

Second contact person: Phone:

Cty Tag #	Description	Serial/VIN #	Condition
31311	Cisco 827 ADSL Router	JMX0617F17V	Old
31550	Black Box Serswitch 8-Port	0112515994	Old
32751	Transition T1/E1 Media Converter	1768635	Old
32752	Transition T1/E1 Media Converter	1768637	Old
33209	Cisco 827 ADSL Router	JMX0825U0G2	Old
33574	Adtran TSU 120	E53A8941	Old
33578	Powerware 5115 UPS	UW501A0090	Old
33625	Cisco 3508 Switch	FAA0443G1F7	Old
34030	Adtran TSU 120	F24G4430	Old
34845	MCK Extender PBX Gateway II	AF366492205B	Old
34846	MCK Extender 7000	2264921F0F	Old
35733	MCK Extender 7000	AE4464922105	Old
35735	Adtran TSU 120	G41D4050	Old
101308	Adtran TSU 120	G41D4182	Old
33512	NEC ACCU 19" Monitor	4Z108779NA	Old
33952	NEC ACCU LCD 20" Flat Panel Monitor	48101396QA	Old
102369	Dell 2408WFP Wide Flat Panel Monitor	MX-0G283H-74262-89P-2F25	Old

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

Remarks:	
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
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AUDITOR-CONTROLLER

County of El Dorado
Property Transfer Request

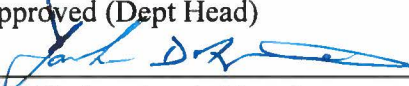

DEC -9 AM 11:06

<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Inter-Department Transfer
Transfer from index code: 028200, 021000, 026100,	Transfer to index code: surplus
Department: CAO 103210	Department:
Approved (Dept Head) <i>Laura Schwarz</i> Date 12/9/13	Approved (Dept Head) Date
Specific location (address): 330 Fair Ln.	
Where in facility? CAO office	
First contact person: Consie Moke	Phone: 5516
Second contact person: Karen Feeders	Phone: 5117

Cty Tag #	Description	Serial/VIN #	Condition
<i>1/c #</i> From 028200			
100231	COMPAQ D330	S/N USW413008J	
<i>1/c #</i> From 103210			
<i>#</i> 35956	Dell Optiplex 745	<i>SN</i> 5CKL3D1	
<i>1/c #</i> from 021000			
35016	DELL OPTIPLEX GX520 P4 S/N 2BYWLB1	S/N 2BYWLB1	
34376	DELL OPTIPLEX GX520 P4	S/N 7PNV391	
35954	DELL OPTIPLEX 745 P4	S/N 4CKL3D1	
35962	DELL OPTIPLEX 745 P4	S/N 8CKL3D1	
<i>1/c #</i> from 026100			
35007	DELL OPTIPLEX GX520 P4	S/N F4D2MB1	
34467	DELL OPTIPLEX GX520 P4	S/N BD7JH91	
35008	DELL OPTIPLEX GX520 P4	S/N H4D2MB1	

Routing of PTR Form	N/A or Date	Remarks:
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Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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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) 	Date 	Approved (Dept Head)	Date
Specific location (address): Sheriff's Office - 300 Fair Lane Placerville			
Where in facility? Lunch room			
First contact person: Laura Lyons		Phone: 621-6529	
Second contact person: Teresa Wren		Phone: 621-6533	

Cty Tag #	Description	Serial/VIN #	Condition
Green tag	IBM Typewriter - Personal Wheelwriter2		broken
	misc ribbons for typewriter		
no tag	IBM Wheelwriter B192 (6)		new-but old
no tag	IBM Lift-off tape #1136433 (3)		new-but old
no tag	IBM Action Writer B193 (3)		new-but old
no tag	Nu-Kote Lift-off tape 86TL (1)		new-but old
no tag	Brother Lift-off tape 3015 (3)		new-but old
no tag	Easystick Lift-off tape #1337765 (1)		new-but old
no tag	Office paper tray		old

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

Remarks:	
Auditor records updated by:	Date:

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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: <i>SLT Library</i>		DEPARTMENT:	
APPROVED (DEPT HEAD) <i>[Signature]</i>	DATE <i>12/5/13</i>	APPROVED (DEPT HEAD)	DATE

SPECIFIC LOCATION (ADDRESS): *1000 Rufus Allen Blvd., South Lake Tahoe*

Where in Facility? *Meeting Room*

FIRST CONTACT PERSON: *Katharine Miller* PHONE: *3186*

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

COUNTY TAG #	DESCRIPTION	SERIAL/VIN #	CONDITION
<i>none</i>	<i>74 Orange Chairs</i>		<i>Usable</i>
<i>none</i>	<i>2 Dollies for chairs</i>		<i>Usable</i>

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)