

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: HHS-A-PH	Department:
Approved (Dept Head) <i>Patricia Charles-Heath</i> Date <i>8-21-17</i>	Approved (Dept Head) Date

Specific location (address): 931 Spring St

Where in facility? Closet in the hallway outside room 11

First contact person: Susan Forrester Phone:

Second contact person: Jill Rubin Phone: 642-7303

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	6 metal wire sorters		<i>Fair</i>
	1 metal hanging organizer;		<i>Fair</i>
	1 3-shelf wire mesh inbox;		<i>Fair</i>
	1 2-shelf wire mesh inbox		<i>Fair</i>
	1 HP Fax Model 1250		<i>Fair</i>
	2 footrests		<i>Fair</i>
	1 wood keyboard shelf		<i>Broken</i>
	1 electric pencil sharpener		<i>Fair</i>
	1 tape gun		<i>Broken</i>
	1 metal organizer (vertical and horizontal slots)		<i>Fair</i>
	3 monitor stands		<i>Old</i>
	1 2-shelf plastic inbox		<i>Broken</i>
	1 2-hole punch		<i>Fair</i>
	1 DYMO label maker		<i>Fair</i>
	1 plastic square cart with wheels		<i>Broken</i>
	5 metal shelf trays for cubicles		<i>Old</i>
	two broken chairs		<i>Broken</i>

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>8/22/17</i>
Posted to Intranet	<i>9/12/17</i>
Board Approval	<i>10/10/17 #</i>
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u>	
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

**County of El Dorado
Property Transfer Request**

<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: HHSA-PH		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>JW</i> <i>Patricia Charles-Heather</i>	<i>8-21-17</i>		
Specific location (address): 931 Spring St			
Where in facility? Main Lab			
First contact person: Jill Rubin		Phone: 642-7303	
Second contact person: Amy Higdon		Phone: 642-4836	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	Small card filing drawers -gray - 2		fair
n/a	3 drawer pedestal file - missing top drawer handle - 2		broken
n/a	Shredder SB-97CS - 1		obsolete
n/a	36" Overhead shelf - putty - 1		fair
n/a	4 drawer vertical file cabinet -gray - 1		fair

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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:		Transfer to index code:	
Department: HHSA-PH		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>John</i> <i>Sabin: Charles Hooley</i>	<i>8-25-17</i>		
Specific location (address): 931 Spring St			
Where in facility? Back hallway			
First contact person: Susan Forrester		Phone: 621-6267	
Second contact person: Jill Rubin		Phone: 642-7303	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	Black office chair		<i>Broken</i>
	4x5 white board		<i>Scratched!</i>

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Posted to Intranet	<i>9/12/17</i>		
Board Approval			
Pick-up by Contractor			
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 401111 Transfer to index code:

Department: HHSA-PH Department:

Approved (Dept Head) Date Approved (Dept Head) Date

Patricia Charles Hatters *9-11-17*

Specific location (address): 931 Spring Street

Where in facility? Lab


First contact person: Amy Higdon Phone: (530) 642-4836

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

Cty Tag #	Description/Comments	Serial/VIN #	Condition
28716	REFRIGERATOR 45.4 CUFT	n/a	broken

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>9/12/17</i>	
Posted to Intranet	<i>9/12/17</i>	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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County of El Dorado Property Transfer Request	
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In
<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 103110	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head)  Date 8/29/17	Approved (Dept Head) _____ Date _____
Specific location (address): 360 Fair Lane Building B, Placerville	
Where in facility? IT Surplus Area	
First contact person: Jaime Cone	Phone: (530) 621-7664
Second contact person: Josie Gonzalez	Phone: (530) 621-7663

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Motorola Droid X2 Cell Phone (Mike Fabrizio)	N/A	Old
N/A	(2) Zebra ZXP Series 3 Printer Ribbons	N/A	New
N/A	Dell Monitor	N/A	Old
105073	Dell Optiplex 790	JS3FNS1	Old

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	9/1/17	
Posted to Intranet	9/12/17	
Board Approval		
Pick-up by Contractor		
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County of El Dorado Property Transfer Request			
<input type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In	<input checked="" type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 05000		Transfer to index code: 606100	
Department: Assessor		Department: Library	
Approved (Dept Head) 	Date 9/8/17	Approved (Dept Head)	Date
Specific location (address): 360 Fair Lane			
Where in facility? Assessor's Office			
First contact person: Cathi Spear		Phone: (530) 621-5751	
Second contact person: Lucy Markt		Phone: (530) 621-5721	

Cty Tag #	Description	Serial/VIN #	Condition
8716	Stereoscope	5789	Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	9/11/17	
Posted to Intranet	9/12/17	
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**

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

Transfer from index code:	Transfer to index code:
Department: Assessor	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>9/8/17</i>	Approved (Dept Head) Date

Specific location (address): 360 Fair Lane, Placerville

Where in facility? Assessor's Office

First contact person: Cathi Spear Phone: (530) 621-5751

Second contact person: Lucy Markt Phone: (530) 621-5721

Cty Tag #	Description	Serial/VIN #	Condition
None	Conference Table 10'X4.5' (approx)		good
None	2 Tables 6'X3'		good

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>9/11/17</i>	
Posted to Intranet	<i>9/12/17</i>	
Board Approval		
Pick-up by Contractor		
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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 250000		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head) <i>L. J. [unclear]</i>	Date <i>8.16.17</i>	Approved (Dept Head)	Date
Specific location (address): 3974 Durock Rd., Ste 205, Shingle Springs, CA			
Where in facility? Geri's cubicle			
First contact person: Geri Payne		Phone: (530) 621-6079	
Second contact person: Jackie Walker		Phone: (530) 621-6095	

begin
[unclear]

Cty Tag #	Description	Serial/VIN #	Condition
35187	EX600-XLS Radio	004TGL9567	Broken
0	Motorola Radius M1225	689FZE2359	Old

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>8/18/17</i>	
Posted to Intranet	<i>9/12/17</i>	
Board Approval		
Pick-up by Contractor		
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Auditor records updated by:		Date:

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	
		<input type="checkbox"/> 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, CA 95682			
Where in facility? Cubicle 60			
First contact person: Geri Payne		Phone: (530) 621-6079	
Second contact person: Jackie Walker		Phone: (530) 621-6095	

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Cty Tag #	Description	Serial/VIN #	Condition
	Victor 1570-6 calculator	082209156	Broken
	(6) HP DeskJet 6940	0	Old
	Xerox Phaser 6360	4423A-KDRF	Old
	Cyan ink cartridge for Xerox Phaser 6360	0	New
	Yellow ink cartridge for Xerox Phaser 6360	0	New
	Magenta ink cartridge for Xerox Phaser 6360	0	New
	Samsung Television	D4MP3CAH4 06076A	Broken
	Office chair	0	Broken
	Set of chair arms	0	Used
	ZXP Series 3 card printer	0	Broken
	HP DeskJet 5850	0	Broken
107608	Dell printer	0	Broken
	Teleye	0	Broken
101229	Dell OptiPlex 745	0	Broken
	Dell monitor (small)	0	Broken
	(2) Dell printers	0	Broken
	Martinyale auto folder	0	Broken
	Hewlit Packard Scanjet	0	Old
	Dell printer (small)	89E4187	Broken
	Epson HDMI projector	0	Broken
	Dell projector in case	0	Broken

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<input type="checkbox"/> Inter-Department Transfer			
Transfer from index code: 250000		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
8.16.17			
Specific location (address): 3974 Durock Rd Ste 205 Shingle Springs, CA 95682			
Where in facility? Cubicle 60			
First contact person: Geri Payne		Phone: (530) 621-6079	
Second contact person: Jackie Walker		Phone: (530) 621-6095	

Handwritten initials: RL, JM, DK

Cty Tag #	Description	Serial/VIN #	Condition
	Victor 1560-6 Calculator	1560609G00163	Broken
	Equity clock	0	Broken
	(2) Dell corded keyboards	0	Broken
	(9) Dell cordless keyboards	0	Broken
	Logitech cordless keyboard	0	Broken
	(12) cordless mice	0	Broken
	Xacto Stapler	0	Broken
	Swingline 270 stapler	0	Broken
	(3) Shred Master SC180	0	Broken
	Dell printer	CTMKGN1	Broken

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<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: HNSA-PH		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>SW</i> <i>John Charles Hord</i>	8-25-17		
Specific location (address): 3614 China Garden			
Where in facility? Radio Shop			
First contact person: Jill Rubin		Phone: 642-7303	
Second contact person: Frank Yost		Phone: 621-4944	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
	Motorola Radius radio Model 1225	475ycu1283	Functional Expired Warranty
24229	Motorola Radius radio model GP300	174ttjc468	Functional Expired Warranty
24165	Motorola radio model Radius GP300	174tta7698	Functional Expired Warranty
	Motorola bag phone model s2880a	781gsjz732y	Broken Not Functional
	Motorola flip phone swf4113ba	fc7b78foacj a56	Broken Not Functional
22201X	Kenwood vehicle radio model TK-720	20800298	Functional Expired Warranty
30038	Motorola Radius 1225	475fbl2068	Functional Expired Warranty
24216X	Motorola radius truck mount radio model d43lra77a5ck	7787tg4120	Functional Expired Warranty
18869X	Motorola max trac 300	428fng1654	Functional Expired Warranty

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County of El Dorado Property Transfer Request	
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In <input type="checkbox"/> Inter-Department Transfer
Transfer from index code:	Transfer to index code:
Department: HHS-A-Behavioral Health	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>9/11/17</i>	Approved (Dept Head) Date
Specific location (address): 768 Pleasant Valley Rd, Diamond Springs	
Where in facility? Parking Lot	
First contact person: Jill Rubin	Phone: 642-7303
Second contact person: Heidi Opland	Phone: 621-6317

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Cty Tag #	Description	Serial/VIN #	Condition
101386	2006 Chrysler Town & Country Mini Van 99-369	1A4GP45R86B706343	Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>9/11/17</i>	Auction proceeds to be returned to HHS-A (dept. owned vehicle)
Posted to Intranet	<i>9/12/17</i>	
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Transfer from index code:		Transfer to index code:	
Department: HHSA-PH		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>Patricia Charles-Heath</i>	<i>8-25-17</i>		
Specific location (address): 1120 Shakori - SLT			
Where in facility? Garage			
First contact person: Doug Petri		Phone: 573-6267	
Second contact person: Jill Rubin		Phone: 642-7303	

Cty Tag #	Description/Comments	Serial/VIN #	Condition
27319	Ariens snow blower model 924100	1216	Broken Not Functional

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