

ORIGINAL

Nº -- 9795

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 791100 (400000)		Transfer to index code:	
Department: Child Support Services		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>David [Signature]</i>		<i>7-31-23</i>	
Specific location (address): 3883 Ponderosa Rd, Shingle Springs, CA 95682			
Where in facility? Upstairs			
First contact person: Michael Brazil		Phone: (530) 642-7298	
Second contact person: William Mattox		Phone: (530) 642-7241	

Cty Tag #	Description	Serial/VIN #	Condition
	Phone headsets		fair
	Assorted cords		fair
	VCR (RGB inputs)		New
	Keyboards		various
	Mice		various
	DVR		unknown
	Headphones		fair
	Docking stations	1 box	obsolete
	Dell 1908FPt monitor		New
	Magazine holders ~ 90		Poor
	Old software + server (wireless)		Obsolete

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>7/31/23</i>	
Posted to Intranet	<i>8/17/23</i>	
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., Copy-From Dept., Copy-Purchasing

ORIGINAL


No BH - 052623

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 	Approved (Dept Head) Date
<small>Olivia Byron-Cooper (May 26, 2023 11:54 PDT)</small> May 26, 2023	

Specific location (address): 931 Spring street

Where in facility? Basement

First contact person: Fred Dunphy

Phone: 530-642-7222

Second contact person: Amy Higdon

Phone: 530-642-4836

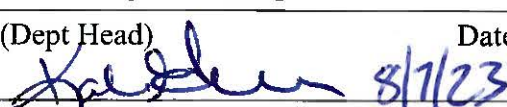
Cty Tag #	Description/Comments	Serial/VIN #	Condition
N/A	Tall 2 door cabinet	N/A	Broken
N/A	Standing whiteboard	N/A	Functional
N/A	6 wooden dinning chairs (green)	N/A	Broken
N/A	4 Rolling Desk chairs	N/A	Functional
N/A	Mini Fridge	N/A	Broken
N/A	4ft desk	N/A	Broken
N/A	10 misc Lobby chairs unmatched	N/A	Functional
N/A	2 ped filing cabinets		Broken
N/A	Large wooden desk	N/A	Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	8/9/23
Posted to Intranet	8/17/23
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			
<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer	
Transfer from ORG code: 3700000		Transfer to ORG code:	
Department: Planning and Building		Department:	
Approved (Dept Head) 	Date 8/7/23	Approved (Dept Head)	Date
Specific location (address): 2850 Fairlane Ct., Placerville, CA			
Where in facility? 1W-221, Lobby, Lobby Conference Room			
First contact person: Patricia Soto		Phone: 621-5706	
Second contact person: Kevin Willard		Phone: 621-5820	

Cty Tag #	Description	Serial/VIN #	Condition
	Red Office Chair (1W-221)		Poor/Stained
	Cubicle Wall Piece (1W-221)		Good
	Hitachi Smartboard (Lobby Conference Room)	FX79E1D08333	Broken
	Table: 60" Long x 30" Tall x 24" Deep		Good


Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	8/7/23
Posted to Intranet	8/7/23
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

ORIGINAL

Nº - 8506

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 ORG code: 2520200/2520250		Transfer to ORG code:	
Department: Probation		Department:	
Approved (Dept Head) 	Date	Approved (Dept Head)	Date
Specific location (address): 1041 Al Tahoe Blvd South Lake Tahoe			
Where in facility? 1 in Control Room and 1 in Admin Office			
First contact person: Deborah Dill		Phone: (530) 621-6082	
Second contact person: Jackie G. Cook		Phone: (530) 621-6093	

Cty Tag #	Description	Serial/VIN #	Condition
101714	Proxsafe Flexx 32 System	S/N 5006200106	Broken
101715	Proxsafe Flexx 32 System	S/N 5009200109	Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	7/21/23	
Posted to Intranet	8/1/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

ORIGINAL

Nº -- 8048

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 ORG code: 2310000		Transfer to ORG code:	
Department: Public Defender		Department:	
Approved (Dept Head) <i>Timothy Pappas</i>	Date 7/10/23	Approved (Dept Head)	Date
Specific location (address): 3976 Durock Road Suite 104 Shingle Springs, Ca 95682			
Where in facility? Conference room			
First contact person: Lesley Heath		Phone: (530) 621-6745	
Second contact person: Timothy Pappas		Phone: (530) 621-6443	

Qty Tag #	Description	Serial/VIN #	Condition
109360	Dell OptiPlex 3060 computer, hard drive removed	N/A HCF3DV2	Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	7/11/23	
Posted to Intranet	8/1/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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: CAO FACILITIES	Department:
Approved (Dept Head) _____ Date <u>7-21-23</u>	Approved (Dept Head) _____ Date _____

Specific location (address): - MODEL 1704FPVTFACILITIES SHOP 3000 FAIRLANE COURT, HOUSE 3

Where in facility? IN MAP ROOM

First contact person: MARY DAVIS

Phone: (530) 621-5890

Second contact person: SUZANNE MONTEZ

Phone: (530) 621-7623

Cty Tag #	Description	Serial/VIN #	Condition
	DELL MONITOR	TW-0P4RNA-74264-660A5L-AOO	POOR
	NEC MONITOR - MODE LI194F2	40G191-842-2B	POOR
	DELL MONITOR	CNOFP182-71618-766-BEGG	POOR
10021672	HP MONITOR 20"	CN61500HDN	POOR
	DELL MONITOR	CN9J6642-71618-595-AK2C	BROKEN
	DELL COMPUTER -- MODEL 1704FPVT	76LJG41	POOR
35961	DELL COMPUTER	486C690MVV8	POOR
	WOOD CABINET WHITE BOARD		GOOD
	SPEAKERS		

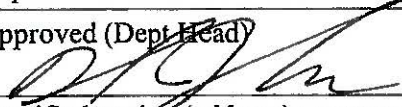
Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<u>7/25/23</u>
Posted to Intranet	<u>8/1/23</u>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
Auditor records updated by: _____ Date: _____

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

ORIGINAL

N^o _____ -- 2161

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 ORG Code:		Transfer to ORG Code:	
Department: AQMD		Department: PROCUREMENT	
Approved (Dept Head) 	Date 8/9/23	Approved (Dept Head)	Date
Specific location (address): 330 FAIR LANE, BUILDING A			
Where in facility? AQMD FRONT DESK			
First contact person: MICHELLE DREHOBL		Phone: (530) 621-7503	
Second contact person: SCOTT WILSON		Phone: (530) 621-7554	

Cty Tag #	Description	Serial/VIN #	Condition
	OFFICE CHAIR		POOR

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	Remarks: Auditor records updated by: _____ Date: _____
Sent to Auditor/Purchasing	8/9/23	
Posted to Intranet	8/1/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		

ORIGINAL

No CS - 071823

**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>Olivia Byron-Cooper</i> <small>Olivia Byron-Cooper (Jul 19, 2023 10:54 PDT)</small> Jul 19, 2023	Approved (Dept Head) Date

Specific location (address): 931 Spring st

Where in facility? Basement

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
108199	Refridgerator Dual Temp T-23DT	T-23DT	Broken

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>7/20/23</i>
Posted to Intranet	<i>8/1 '23</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Fridge Currently located in Pollock Pines Community Center Will be relocated to Basement upon delivery of new unit	
Auditor records updated by:	Date:

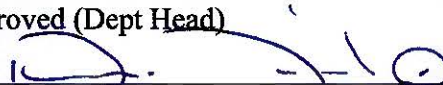
PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

ORIGINAL

N^o -- 8255

County of El Dorado Property Transfer Request

 Surplus
 Trade-In
 Inter-Department Transfer

Transfer from ORG code: 2520200	Transfer to ORG code:
Department: Probation	Department:
Approved (Dept Head)  Date	Approved (Dept Head) Date

Specific location (address): Surplussed prior to 2013. Trying to get off inventory list.

Where in facility?

First contact person: Deborah Dill

Phone: (530) 621-6082

Second contact person: Jackie G. Cook

Phone: (530) 621-6093

Cty Tag #	Description	Serial/VIN #	Condition
28637	Groen Steamer Elec Oven HY-3E		Broken

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	7/21/23	
Posted to Intranet	8/1/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

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

ORIGINAL

Nº 25 -- 3421 *A*

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 ORG code:		Transfer to ORG code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>	8/15/23		
Specific location (address): 3974 Durock Road Shingle Springs			
Where in facility? Shingle Springs Training Room SE Corner			
First contact person: Jackie G Cook		Phone: (530) 621-6093	
Second contact person: Paul Lewis		Phone: (530) 621-5696	

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Panasonic Camera	WV-S2531LN 72-20-DE	OLD
	Panasonic Camera	WV-S2531LN 72-2C-C5	OLD
	Panasonic Camera	WV-S2531LN 72-2C-C9	OLD
	Panasonic Camera	WVS1531LTN - 2E-55-A9	OLD
	Panasonic Camera	WVS1531LTN - CE-59-94	OLD
	Panasonic Camera	WVS1531LTN - 2E-55-A9	OLD
	Panasonic Camera	WVS1531L - 2D-DC-BD	OLD
	Panasonic Camera	WVS1531L - 2B-6F-C1	OLD
	Panasonic Camera	WVS1531L - 2E-55-DD	OLD
	Panasonic Camera	WVS1531L - 2D-BD-D6	OLD
	Panasonic Camera	WVS1531L - 2B-6F-DC	OLD
	Panasonic Camera	WVS1531L - 2D-DC-AD	OLD
	Panasonic Camera	WVS1531L - 2E-55-D6	OLD
	Panasonic Camera	WVS1531L - 2E-55-12	OLD
	Panasonic Camera	WVS1531L- 2D-BQ-B9	OLD
	Panasonic Camera	WVS1531L-42-CE-F2-FB	DEFECTIVE
	Panasonic Camera	WVS1531L- 2D-DC-C7	OLD
	Panasonic Camera	WVS1531L - 2B-6F-DA	OLD
	Dell Monitor Arms x2		OLD
101714	Proxsafe Key Management System	Unknown	OLD
101715	Proxsafe Key Management System	Unknown	OLD

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	8/16/23	
Posted to Intranet	8/17/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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

FY 23/24

ORIGINAL

Nº 25 -- 3421 B

**County of El Dorado
Property Transfer Request**

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

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

Specific location (address): 3974 Durock Road Shingle Springs

Where in facility? Shingle Springs Training Room SE Corner

First contact person: Jackie G Cook Phone: (530) 621-6093

Second contact person: Paul Lewis Phone: (530) 621-5696

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Panasonic Camera	WV-SW-458 - 2E-36-69	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-71	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-63	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-59	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-6F	OLD
	Panasonic Camera	WV-SW-458 - 71-C6-DE	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-84	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-55	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-81	OLD
	Panasonic Camera	WV-SW-458 - 2E-36-99	OLD
	Panasonic Camera	WV-SW-458 - UNKNOWN SERIAL	OLD
	Panasonic Camera	WV-SW-458 - 2E-36-5C	OLD
	Panasonic Camera	WV-SW-458 - 75-73-78	DEFECTIVE
	Panasonic Camera	WV-SW-458 - 2E-85-90	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-7E	OLD
	Panasonic Camera	WV-SW-458 - 71-A8-62	OLD
	Panasonic Camera	WV-SFV-481 - 17-E9-5E	OLD
	Panasonic Camera	WV-SFV-481 - 17-E9-66	OLD
	Panasonic Camera	WV-SFV-481 - 17-E9-85	OLD
	VIVOTECH Camera	FE9380-HV	OLD
	VIVOTECH Camera with arm	FE9380-HV	OLD

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	8/16/23
Posted to Intranet	8/17/23
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: Department: HHS A Approved (Dept Head) Date <i>Olivia Byron-Cooper</i> <small>Olivia Byron-Cooper (Jul 19, 2023 10:54 PDT)</small>	Transfer to ORG code: Department: Approved (Dept Head) Date Jul 19, 2023
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Specific location (address): 931 Spring st

Where in facility? Basement

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
108199	Refridgerator Dual Temp T-23DT	T-23DT	Broken

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	8/16/23	Fridge Currently located in Pollock Pines Community Center Will be relocated to Basement upon delivery of new unit
Posted to Intranet	8/17/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		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	Approved (Dept Head) Date
Aug 16, 2023	
Olivia Byron-Cooper (Aug 16, 2023 13:18 PDT)	
Specific location (address): 935 Spring st	
Where in facility? Room 11	
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
NA	2 broken recliners	NA	Broken

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	8/16/23	
Posted to Intranet	8/17/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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

ORIGINAL

No CS - 081623b

**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 <div style="display: flex; justify-content: space-between; align-items: center;"> <i>O.B.C.</i> Aug 16, 2023 </div> <small>Olivia Byron-Cooper (Aug 16, 2023 13:18 PDT)</small>	Approved (Dept Head) Date

Specific location (address): 935 Spring St	
Where in facility?	Basement
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
CS5301	Microphone system	5301	Functional
22487	Tilting Skillet	NA	Functional
34750	Meat Slicer 12"	56-1231373	Functional
CS5336	Router WIFI Linksys	5336	Functional
NA	Brother Printer	NA	Functional
NA	7 Keyboards	NA	Functional
NA	8 Monitors	NA	Functional
NA	Karaoke Payle speaker	NA	Functional
NA	Retractable white screen	NA	
NA	Router	NA	

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	8/16/23	
Posted to Intranet	8/17/23	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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	Approved (Dept Head) Date
<div style="display: flex; justify-content: space-between;"> <u>Olivia B. C.</u> Aug 16, 2023 </div> <small>Olivia Byron-Cooper (Aug 16, 2023 14:21 PDT)</small>	

Specific location (address): 990 Lassen Ln	
Where in facility? Dining room	
First contact person: Chelsea Harrison	Phone: 916-292-1937
Second contact person: Amy Higdon	Phone: 530-642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
NA	8 Round folding tables 60" diameter 29" height		Functional

Routing of PTR Form	N/A or Date	Remarks:	
Sent to Auditor/Purchasing	8/16/23		
Posted to Intranet	8/17/23		
Board Approval			
Pick-up by Contractor			
Copy to Auditor		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>D.B.O.</i> <small>Elvira Cyron-Couper Aug 16, 2023 09:45 (PDT)</small>	Approved (Dept Head) Date Aug 16, 2023

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
108681	Dell Latitude E5470	DLK3RF2	Functional
109088	Dell Latitude 5480	9W2K4M2	Functional
110262	Dell Latitude 5500	JPFT533	Functional
109391	Dell Latitude 5590 XCTO	4PWVXT2	Functional
105508	Dell OptiPlex 7010	H3RPRW1	Functional
110427	Dell Optiplex 3070	HNPPD43	Functional
110266	Dell Latitude 5500	B94T533	Functional
109077	Dell Latitude 5480	24XJ4M2	Functional
110228	Dell Latitude 5500	3FBT533	Functional
108417	Dell Optiplex 3020	9NWPGB2	Functional
105250	Fujitsu FI-6130X Scanner	4E+05	Functional
110209	Dell Latitude 5500	2GHT433	Functional
108964	Dell Mobile Precision Notebook	1QQR6H2	Functional
NA	iPhone SE	NA	Broken
NA	Samsung SMA 505u	NA	Functional
NA	TTY machine	NA	Functional
NA	Fukitsu Scan Aid	NA	Functional
NA	Dell Monitor Mount	NA	Functional
NA	Automatic Date Stamp	NA	Broken
NA	Plantronics wireless Headset	NA	Broken
NA	Dell tablet dock	NA	Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>8/16/23</i>
Posted to Intranet	<i>8/17/23</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
IT ticket: N8EA295A96	
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>D.B.C.</i> <small>Olivia Byrnie-Cooper (Aug 16 2023 11:18 PDT)</small>	Approved (Dept Head) Date Aug 16, 2023

Specific location (address): 3057 Briw Rd A

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
109211	Dell Latitude 5580 XCTO	884PRN2	Functional
109194	Dell Latitude 5850 XCTO	8TNKYP1	Functional
108691	Microsoft Surface Pro 4	8ZG6LH2	Functional
108699	Microsoft Surface Pro 4	20H6LH2	Functional
108475	Microsoft Surface Pro 4	2E+10	Functional
NA	2x wireless mouse	NA	Broken
NA	Misc blank DVD Discs	NA	Functional
NA	3 wireles phone headsets	NA	Broken
NA	Box of old accounting calculators	NA	Broken

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>8/16/23</i>	
Posted to Intranet	<i>8/17/23</i>	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
Auditor records updated by:		Date:

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