

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: Multi	Transfer to index code:
Department: CDA - Transportation	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>9/4/15</i>	Approved (Dept Head) Date

Specific location (address): Bldg. C, 2850 Fairlane Ct., Placerville
 Where in facility? Basement storage room
 First contact person: Julianne Melchor Phone: (530) 621-5910
 Second contact person: Pam Niebauer Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
	INDEX CODE: 306110		
101892	DELL OPTIPLEX 755 DUO E4500 S/N JCZGTF1	JCZGTF1	POOR
101888	DELL OPTIPLEX 755 DUO E4500 S/N DCZGTF1	DCZGTF1	POOR
101887	DELL OPTIPLEX 755 DUO E4500 S/N CCZGTF1	CCZGTF1	POOR
101824	DELL OPTIPLEX 755 DUO E2180 S/N BSYHLF1	BSYHLF1	POOR
101817	DELL OPTIPLEX 755 DUO E2180 S/N 4RYHLF1	4RYHLF1	POOR
103409	DELL OPTIPLEX GX520 P D820 S/N J2TTHC1	J2TTHC1	POOR
102388	EPSON POWERLITE 78 LCD PROJECTOR S/N L5YF891951L	L5YF891951L	POOR
101447	DELL OPTIPLEX 745 DUO E6700 S/N 2F21WD1	2F21WD1	POOR
	INDEX CODE: 306600		
100205	HP LASERJET 4300 S/N CNGY401593	CNGY401593	POOR

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing <i>[Signature]</i>	<i>9-8-15</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: Proceeds from any sale to be deposited back to:	
Index Code: 306500, User Code 25000A	
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., Pink-From Dept., Gold-Purchasing

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: Multi Transfer to index code:

Department: CDA - Development Services Department:

Approved (Dept Head) Date Approved (Dept Head) Date
KD *Str. M. Padgett* *9/4/15*

Specific location (address): Building C, 2850 Fairlane Ct., Placerville

Where in facility? Basement storage room

First contact person: Julianne Melchor Phone: (530) 621-5910

Second contact person: Pam Niebauer Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
	INDEX CODE: 340100		
32262	GX280 ^{^^^}	5VGCT2	POOR
31942	EPSON PROJECTOR ^{^^^}	EMP-81OUG (?)	POOR
	^{^^^} (Not on current fixed assets list. Probably listed previously & not removed)		
N/A	HP JET DIRECT 500X PRINT SERVER	SC3CQB87A5	POOR
N/A	VISIONEER STROBE XP100 MOBILE SCANNER ^{***}	N/A	NEW
	^{***} (Old product, 2006 manufacture date)		
101908	DELL OPTIPLEX GX 520 P D820 S/N 7M3Z2C1*****103301	7M3Z2C1	POOR
	INDEX CODE: 340000		
103050	DELL OPTIPLEX 760 MT PE5300 S/N HY2KVK1	HY2KVK1	POOR

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Remarks:
Auditor records updated by: Date:

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: Multi

Transfer to index code: 103210

Department: CDA - Environmental Management

Department: IT

Approved (Dept Head)

Date

Approved (Dept Head)

Date

XS *J.M. Pedate* *7/6/15*

Specific location (address): Building C, 2850 Fairlane Ct., Placerville

Where in facility? Basement Storeroom

First contact person: Julianne Melchor

Phone: (530) 621-5910

Second contact person: Pam Niebauer

Phone: (530) 621-2391

Cty Tag #	Description	Serial/VIN #	Condition
	INDEX CODE: 421200		
103920	HL99BP1 - Dell Gx 780	HL99BP1	
104586	Dell Optiplex GX780 - F9RJVR1	F9RJVR1	
103924	JDPMPN1 - Dell Optiplex GX780	JDPMPN1	
103923	JDPNPN1 - Dell Optiplex GX780	JDPNPN1	
103919	HLB5BP1 - Dell Gx 780	HLB5BP1	
	INDEX CODE: 421100		
103917	DELL GX 780 PC s/n HLB4BP1	HLB4BP1	
104583	Dell Optiplex GX780 - F9RHVR1	F9RKVR1	
103921	1S3WPN1 - Dell Optiplex GX780	SN on computer is 1S3WPM1^	
		^Per Auditor's list SN should be 1S3WPN1	

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Remarks:
Auditor records updated by: _____ Date: _____

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