Nº CS -- 0724

County of El Dorado
Property Transfer Request

☑ **Surplus** ☐ **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: HHSA-CS	Department:
Approved (Dept Head) Date Patricia Charles-Heathers 7/25/18	Approved (Dept Head) Date

Specific location (address): 929 Spring Street

Where in facility? Room 9

First contact person: Jill Rubin Phone: 642-7303

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
0835	Large Floor Safe		fair
	(Tag number no longer in Auditor Data Base)		

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	7/26/18
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: Sell at auction

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