

**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: I/C 350000 ORG 3500000	Transfer to index code:
Department: CDS Admin. and Finance Division	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>11/24/19</i>	Approved (Dept Head) _____ Date _____

Specific location (address): Building C - 2850 Fairlane Court, Placerville

Where in facility? Basement Floor - Outside Loading Area, Gated Cement Enclosure Adjacent to Trash Area

First contact person: *JM* Julianne Melchor, Department Analyst Phone: 621-5910

Second contact person: Lauri Stutts, Administrative Technician Phone: 621-7593

Cty Tag #	Description	Serial/VIN #	Condition
1)	Maxon/Harper's Overhead Bins: 30", 60", etc.	N/A	Poor/Damaged
2)	Maxon Light Fixture - 36"	N/A	Poor/Damaged
3)	Maxon Bookshelf - 30"	N/A	Poor/Damaged
4)	Harper's Workstation Components: Legs, Bulletin Boards, etc.	N/A	Poor/Damaged
5)	Harper's Work Surfaces: 2'x3', 2'x4', Side, etc.	N/A	Poor/Damaged
6)	Harper's Light Fixtures: 2', 3', 4', etc.	N/A	Poor/Damaged
7)	Harper's Panels: 2'x5', 3'x5', 5'x5', 3' Short Panel, etc.	N/A	Poor/Damaged
8)	Harper's Shelves: Various Sizes	N/A	Poor/Damaged
9)	Harper's Desk - Stand Alone 3'x5'	N/A	Poor/Damaged
10)	Harper's Pedestal Cabinets with : Undercounter, Pull Drawers	N/A	Poor/Damaged
11)	File Cabinets: Vertical, 4-Drawer, 5-Drawer	N/A	Poor/Damaged
12)	Amsec Safe with Keypad	N/A	Broken
13)	Computer Table - Multiple Shelf	N/A	Broken
14)	Bookcase - Wooden 4-Shelf, approximately 3'x4'	N/A	Poor/Damaged
15)	Bulletin Board	N/A	Poor/Damaged
16)	Literature Rack - Plastic	N/A	Poor/Damaged
17)	Map Organizer - Cardboard	N/A	Poor/Damaged
18)	Chairs Multiple: Task with No Arms, Side/Guest	N/A	Poor/Damaged

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>1/24/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> Proceeds/Deposit to I/C 350000, U/C 21800A	
FENIX: ORG 3500000	
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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County of El Dorado Property Transfer Request	
<input checked="" type="checkbox"/> <b>Surplus</b>	<input type="checkbox"/> <b>Trade-In</b>
<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: I/C 350000 ORG 3500000	Transfer to index code:
Department: CDS Admin. and Finance Division	Department:
Approved (Dept Head) <i>(Signature) 1/24/19</i> Date <i>1/24/19</i>	Approved (Dept Head) _____ Date _____
Specific location (address): Building C / 2850 Fairlane Court, Placerville	
Where in facility? Building C - Second Floor / Cubicle 2W-107 and Basement Loading Dock Area	
First contact person: <i>JM</i> Julianne Melchor, Department Analyst	Phone: 621-5910
Second contact person: Lauri Stutts, Administrative Technician	Phone: 621-7593

Cty Tag #	Description	Serial/VIN #	Condition
1) No Tag	Epson LQ-590 Dot Matrix Printer, with Ribbon Cartridge	FSQY167120*	Good
2)	Epson Dot Matrix Printer Stand/Table, Putty	N/A	Good
3)	Trash Cans - Metal and Plastic, Various Sizes	N/A	Poor
4)	Filing Cabinet - 4-drawer, Putty 19" x 36"	N/A (Basement Loading Dock)	Good
5)	Filing Cabinets Lateral/Vertical, 2,3,4,5-Drawer, etc.	N/A	Good
6)	Harper's Overhead Cabinet - 72" with 60" Light Fixture	N/A	Good
7)	Bookcases Multiple - Wooden/Metal, 2,3,4,5-Shelf etc.	N/A	Fair/Good
8)	Foot Rests, Stand-alone and with Support Rack	N/A	Fair
9)	Map/Plan Storage Racks, Metal and Cardboard	N/A	Good
10)	Fans - Oscillating, Floor and Desk	N/A	Fair/Good
11)	Paper Schredders, including Motors and Bins	N/A	Fair/Broken
12)	Hanging File Racks, Plastic and Metal	N/A	Fair
13)	Calculators, Desktop, Electronic with Tapes	N/A	Broken
14)	Laptop Case, with Book Easel	N/A	Poor
15)	Mediaphile Audio/Video System with Case	N/A	Unknown
16)	File/Document Sorters, Plastic, Alpha/Numeric	N/A	Good
17)	Keyboard Trays, Various	N/A	Fair
18)	Storage Box, 2-shelf, Wooden, 12"x12"	N/A	Good
19)	Camera, Canon, Powershot A550	N/A	Unknown
20)	Container Box, Flip-n-File, Plastic with Lock, Black	N/A	Poor
21)	Desk Organizers/Storage, Plastic and Metal	N/A	Poor/Broken

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Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> Proceeds/Deposit to I/C 350000, U/C 21800A	
FENIX: ORG 3500000	
Auditor records updated by:	Date:

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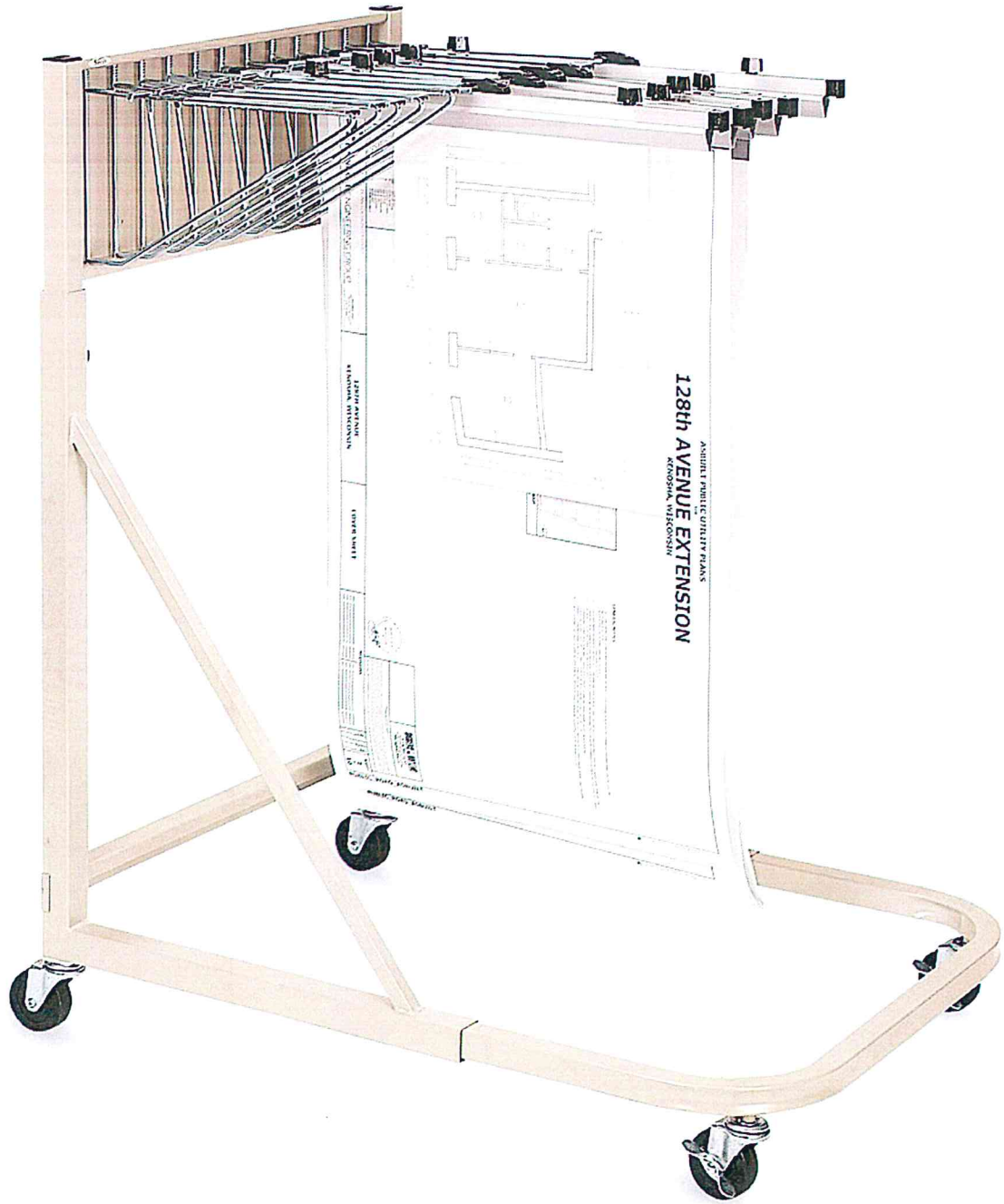














**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: Multiple (Dept. Notes Below)	Transfer to index code:
Department: Transportation / Env. Mgmt / CDS AdmFin.	Department:
Approved (Dept Head) <i>DOT: J. Martinez</i> Date <i>11/14/18</i> <i>EMO: J. Stutts</i> <i>11/3/18</i> <i>AEO: J. Stutts</i>	Approved (Dept Head) _____ Date _____
Specific location (address): 2850 Fairlane Court, Placerville, Building C	
Where in facility? Second Floor, Office 2W-107 (left side of Building C, far left corner)	
First contact person: Julianne Melchor, Department Analyst	Phone: (530) 621-5910
Second contact person: Lauri Stutts, Administrative Technician <i>L</i>	Phone: (530) 621-7593

Cty Tag #	Description	Serial/VIN #	Condition
<b>DOT:</b>	I/C 306500 U/C 25000A / FENIX ORG 3600010		
1) 100342	Dell Latitude D510 Laptop PM740, X11-45371	2XQX091	Poor
2) 105495	Dell Latitude E6430 Laptop, with Power/Data Chords, Case	E6430-5VSKWW1	Poor
3) 100074	Toshiba Tecra Laptop, Disk Drive, Data Modules, Case, Chords	12615569 / Model PA1221UXCD	Poor
<b>DOT NOTE:</b>	The laptop below was marked as lost on FY16/17 Inv. Cert.		
4) 102387	Dell Latitude D830 Laptop, with Power Cord, Mouse, Case	7ZSNNH1	Poor
<b>EMD</b>	I/C 424100 / FENIX ORG 3810100		
5) 103621	Bosch DVR - Digital Video Recorder DVR-8L-050A	00E091B0C2D2 / F0IU074507	Poor
<b>EMD NOTE:</b>	The laptop below was marked as lost on FY16/17 Inv. Cert.		
6) 104270	HP Elitebook 2740p Laptop	2CE1230TP1	Poor
<b>CDS AdmFin:</b>	I/C 350000, U/C 21800A / FENIX ORG 3500000		
7) Green Tag	Texas Inst. InFocus Projector Model X1a w/Power Cords, Case	ANDC541A0166	Poor
8) No Tags	Electronic Waste - Chords, Mouse, Keyboard	N/A	Poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>11/29/18</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b> Proceeds/Deposit to I/C's as noted above.	
FENIX:	
Auditor records updated by:	Date:

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# COMMUNITY DEVELOPMENT SERVICES

## DEPARTMENT OF TRANSPORTATION

<http://www.edcgov.us/DOT/>

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**PLACERVILLE OFFICES:**

**MAIN OFFICE:**

2850 Fairlane Court, Placerville, CA 95667  
(530) 621-5900 / (530) 626-0387 Fax

**CONSTRUCTION & MAINTENANCE:**

2441 Headington Road, Placerville, CA 95667  
(530) 642-4909 / (530) 642-0508 Fax

**LAKE TAHOE OFFICES:**

**ENGINEERING:**

924 B Emerald Bay Road, South Lake Tahoe, CA 96150  
(530) 573-7900 / (530) 541-7049 Fax

**MAINTENANCE:**

1121 Shakori Drive, South Lake Tahoe, CA 96150  
(530) 573-3180 / (530) 577-8402 Fax

Date: January 9, 2019

**Subject: Disposal of Nuclear Gauges**

The Department of Transportation (Transportation) is requesting to surplus two (2) nuclear gauges. Once approved, Transportation will proceed with disposal through Instrotek, a company qualified to handle to process the items per legal requirements.

Please call me at extension 4969 if you need further information or have questions. Thank you!





County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 04000		Transfer to index code:	
Department: TTC		Department:	
Approved (Dept Head)	← Date	Approved (Dept Head)	Date
		<i>Karen E. Cel</i>	<i>1/17/19</i>
Specific location (address): 360 Fair Lane, Bldg B			
Where in facility? Treasurer -Tax Collector			
First contact person: Beverly Savage		Phone: (530) 621-5823	
Second contact person: Todd Hall		Phone: (530) 621-5820	

Cty Tag #	Description	Serial/VIN #	Condition
12526	Credenza, metal, 19 x 60		Fair
10595	Printer, HP Laser Jet 9050dn	JPRCD4b2Q1	Broken
106728	Scanner fi-61302	759139	Broken
N/A	Check Scanner, Image Formula CR-50	FRC19736	Broken
N/A	Check Scanner, Image Formula CR-50	FRC00773	Broken
101770	Dell Optiplex 755 Tower		Broken
102080	Dell Optiplex 755 Tower		Broken
	Misc. boxes of Computer Peripherals		Obsolete
14080	2-drawer Rolling File Cabinet with Lift Top Drawer		Fair
<i>N/A</i>	<i>small 2-shelf book case shelf</i>		<i>Poor</i>

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Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
Auditor records updated by:	Date:

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

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<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 1040000		Transfer to index code:	
Department: Information Technologies		Department:	
Approved (Dept Head) <i>D. Stull</i>	Date <i>1/9/19</i>	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
102800	CISCO 3560	FDO1248Y2TR	Non-Functional

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**County of El Dorado  
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**Surplus**                       **Trade-In**                       **Inter-Department Transfer**

Transfer from index code: 103110, 103210                      Transfer to index code:

Department: Information Technologies                      Department:

Approved (Dept Head)                      Date                      Approved (Dept Head)                      Date  
                      12/11/18

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
31924	APC SMART UPS 1000VA	AS0247322384	Old
35381	DELL LATITUDE D820 DUO T7400	9KR09C1	Broken
102671	DELL POWEREDGE 2950 QUAD CORE XEON E5420	D8XHYH1	Old
102894	Dell PE T100 Server	H3RW9K1	Old
102895	Dell PE T100 Server	J3RW9K1	Old
103526	DELL LATITUDE E6510	49GYQM1	Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	<input type="checkbox"/> <b>Inter-Department Transfer</b>
Transfer from index code: 220110		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head)	Date <u>11/26/18</u>	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
104111	Dell Optiplex 780	5L49GQ1	Old

<b>Routing of PTR Form</b>	<b>N/A or Date</b>	<b>Remarks:</b>
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Board Approval		
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Property Transfer Request**

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

Transfer from index code: 1040000	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head) 	Date
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
105905	Dell Powervault Nx3200 Server NAS Device	2PT5FX1	failed

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**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: <u>250000</u>		Transfer to index code:	
Department: <u>Probation</u>		Department:	
Approved (Dept Head) <u>[Signature]</u>	Date <u>1.2.18</u>	Approved (Dept Head)	Date

Specific location (address): 3974 Durock Rd Ste 205 Shingle Springs, CA 95682

Where in facility?

First contact person: Geri Payne Phone: 530-621-6079

Second contact person: Laura De Haan Phone: 530-621-6093

*OK*

Cty Tag #	Description	Serial/VIN #	Condition
-	<u>(5) Misc trays, bins, file holders (Kitchen)</u>	-	<u>Old</u>
-	<u>(1) Office chair (bayhant)</u>	-	<u>Good</u>
-	<u>4 Drawer Lateral filing Cabinet @ RR's desk</u>	-	<u>Good</u>
-	<u>Low sliding door cabinet (in clinical)</u>	-	<u>Good</u>
-	<u>(2) Chairs outside Co</u>	-	<u>Used</u>
-	<u>Hon bookshelf (short) (Henning's)</u>	-	<u>Good</u>
-	<u>Sierra tall Standing cabinet w/ locking doors (Henning's)</u>	-	<u>Good</u>


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Auditor records updated by:	Date:



**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 256100	Transfer to index code:
Department: Probation/JH	Department: <i>Sheriff's Radio Shop</i>
Approved (Dept Head)  Date <i>1.2.18</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 299 Fairlane

Where in facility? B-Wing

First contact person: Kelli Hamby

Phone: (530) 621-5606

Second contact person: Melissa Mutzig

Phone: (530) 621-5601

Cty Tag #	Description	Serial/VIN #	Condition
NA	Motorola CP200 Radio	018TFK700	Fair
NA	Motorola CP200 Radio	018TOG2895	Fair
NA	Motorola CP200 Radio	018TDYC723	Fair
NA	Motorola CP200 Radio	018TDYC666	Fair
35081	Radio Motorola	672TGH7277	Used
NA	Radio Motorola	672TKJ1233	Used
NA	Radio Motorola	672TKJ1234	Used
NA	Radio Motorola	672TJN1983	Used
NA	Radio Motorola	672TJN1961	Used
NA	Radio Motorola	672TJLE253	Used
NA	Radio Motorola	672TGH7291	Used
NA	Radio Motorola	672TGH0524	Used
NA	Radio Motorola	672TGH0519	Used
NA	Radio Motorola	672TGH7279	Used
NA	Radio Motorola	672TGH0513	Used
NA	Radio Motorola	672TKJ1229	Used
NA	Radio Motorola	672TGND009	Used
NA	Radio Motorola	672TGH7278	Used
NA	Radio Motorola	475FAN7958	Used
NA	Radio Motorola	475FAN7930	Used
NA	Radio Motorola	475FAN8001	Used

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**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 256100		Transfer to index code:	
Department: <i>Probation/JH</i>		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date <i>1.2.18</i>	Approved (Dept Head)	Date

Specific location (address): 299 Failane

Where in facility? B-Wing

First contact person: Kelli Hamby

Phone: (530) 621-5606

Second contact person: Melissa Mutzig

Phone: (530) 621-5601




Cty Tag #	Description	Serial/VIN #	Condition
103515	Dell Optiplex 780	NA	Used
NA	Mixer bowl	NA	Used
NA	Coffee maker/warmer	NA	Used
NA	Flashlight & holder	NA	Used
NA	(2) Keyboards	NA	Good
NA	Misc. computer cords	NA	Good
NA	Penguin vertical computer mouse	MDWD170124727	Broken
NA	Plantronics CS540 headset	OLL8J2	Broken
NA	Brochure holder	NA	New
NA	Samsung 48" TV w/remote	Z1163CSZ1021817	Unknown
NA	Samsung 48" TV	Z1163C321021818	Unknown

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Transfer from index code: 256100	Transfer to index code:
Department: Probation/JH	Department:
Approved (Dept Head)  Date 1.2.18	Approved (Dept Head) Date

Specific location (address): 299 Fairlane

Where in facility? B-Wing

First contact person: Kelli Hamby

Phone: (530) 621-5606

Second contact person: Melissa Mutzig

Phone: (530) 621-5601

Cty Tag #	Description	Serial/VIN #	Condition
106296	Dell Optiplex 9020	NA	Fair
NA	Eeasi Task Chair Green/Black	NA	Fair
106175	Dell Optiplex 7010	NA	Good <i>OLD</i>
NA	Telepsych computer	NA	Good
NA	Box of computer stuff	NA	Good
NA	Dell keyboard black	NA	New
NA	HP printer 166	CN73UDT0GB	Fair
NA	Box of electronics	NA	Used
NA	Green/Black desk chair	NA	Used
NA	(2) two boxes of glass cups	NA	New
106602	Dell Optiplex 9020	NA	Used <i>OLD</i>
106295	Dell Optiplex 9020	NA	Used <i>OLD</i>
NA	Dell monitor	Model # 1905FP	Fair
NA	Dell monitor	Model # 1707FPC	Fair
104645	Dell laptop Latitude E6410 w/ power cord	NA	Used
NA	Bread warmer	NA	Broken
105265	Dell Optiplex 790	NA	Used <i>OLD</i>
104990	Dell Optiplex 790	NA	Used <i>OLD</i>
104984	Dell Optiplex 790	NA	Used <i>OLD</i>
106173	Dell Optiplex 7010	NA	Used <i>OLD</i>
105401	Del: Optiplex 7010	NA	Used <i>OLD</i>

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Transfer from index code: 256100		Transfer to index code:	
Department: Probation/JH		Department: Sheriff's Radio Shop	
Approved (Dept Head) <i>[Signature]</i>	Date <i>1.2.18</i>	Approved (Dept Head)	Date

Specific location (address): 299 Fairlane

Where in facility? B-Wing

First contact person: Kelli Hamby

Phone: (530) 621-5606

Second contact person: Melissa Mutzig

Phone: (530) 621-5601

Cty Tag #	Description	Serial/VIN #	Condition
NA	Radio Motorola	475FAN8040	Used
NA	Radio Motorola	475FAN8011	Used
NA	Radio Motorola	018TDXC613	Used
NA	Radio Motorola	018TDYC723	Used
35081	Radio Motorola	018TDYC666	Used
NA	Radio Motorola	018TECK713	Used
NA	Radio Motorola	018TDG2895	Used
NA	Radio Motorola	018TECK709	Used
NA	Radio Motorola	018TDG2792	Used
NA	Radio Motorola	018TECK693	Used
NA	30 Radio batteries	NA	Used
NA	(3) boxes of chargers & equipment	NA	Used

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**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
<i>Catrina Charles Heath</i>	<i>1/2/19</i>		

Specific location (address): 931 SPRING STREET

Where in facility? LABORATORY

First contact person: AMY HIGDON Phone: 642-4836

Second contact person: SARAH ROYER Phone: 642-7319

Cty Tag #	Description/Comments	Serial/VIN #	Condition
33485	DAIGGER 96 Well Strip Washer	ELX5078	Fair
26255	BIOLOGICAL SAFETY CABINET - BASE same tag on both	67410ADP	Fair
102309	CENTRIFUGE 5810 R W/ROTOR		Fair
19341	SARTORIUS MODEL L-310 - Scale		Fair
35984	NORLAKE FREEZER 5 CU FT		Fair
21834	DISSECTING MICROSCOPE	BJ353395	Fair
30138	FLOURESCENT ANTIBODY MICROSCOPE		Fair
32028	GLASSWARE WASHER W/ BLOWER		Fair
106636	Incubator - Shell Lab 5215 CO2 Air Jacketed Incubator 5 Cu.		Fair
31074	LEADCARE ANALYZER KIT	LC1090	unreliable
101897	QiaCube		Fair
none	Puffer Hubbard Refrigerator		broken
	GenProbe Leader HC		Fair
	Barnstead Incubator(Bacti/QFT)		good
	Box of Bunsen burner supplies		Fair
	Box of tubing and "O" rings		Fair
	Organon Teknika		Fair
	Gen Probe rack		Fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>1/4/19</i>	
Posted to Intranet		
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

### County of El Dorado Property Transfer Request

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

Transfer from index code: \_\_\_\_\_ Transfer to index code: \_\_\_\_\_

Department: HHSA Department: \_\_\_\_\_

*Jca*

Approved (Dept Head) \_\_\_\_\_ Date \_\_\_\_\_ Approved (Dept Head) \_\_\_\_\_ Date \_\_\_\_\_

*Patricia Davis Heale* *12/17/18*

Specific location (address): 935 Spring St

Where in facility? Basement

First contact person: Sarah Royer Phone: (530) 642-7319

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

Cty Tag #	Description	Serial/VIN #	Condition
N/A	two drawer wooden desk	N/A	Broken
N/A	one side chair with wooden arms	N/A	Broken
N/A	one scale "Detecto" brand (Broken)	N/A	Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>12/21/18</i>	
Posted to Intranet		
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____



**County of El Dorado  
Property Transfer Request**

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

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

*Patricia Charles Heath*      *1/2/19*

Specific location (address): 935 Spring St

Where in facility? Basement

First contact person: Sarah Royer                                      Phone: (530) 642-7319

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

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Two task lights	N/A	Broken
N/A	5 Shelf Bookcase metal	N/A	Broken
N/A	Examen brand wooden corner desk	N/A	Fair

<b><u>Routing of PTR Form</u></b>	<b><u>N/A or Date</u></b>
Sent to Auditor/Purchasing	<i>1/4/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b><u>Remarks:</u></b>	
Auditor records updated by:	Date:

**County of El Dorado  
Property Transfer Request**

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

Transfer from index code:	Transfer to index code:
Department: <i>HHSA</i>	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date <i>1/4/19</i>	Date

Specific location (address): 935 Spring St

Where in facility? Basement

First contact person: Sarah Royer                      Phone: (530) 642-7319

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

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Dell Monitor Model 15404FP	MX05R1084760533ODR54	Broken - Not F
104786	Dell Optiplex 790	CYVWKS1	Broken - Not F
107741	Dell Latitude e6440 laptop	3KQ6S32	Broken - Not F
20010807	HP Compaq dc7900	ML852042T	Broken - Not F
N/A	2 Dell 17" square 17" monitors	N/A	Broken - Not F
N/A	1 Dell 19" widescreen monitor	N/A	Broken - Not F
N/A	2 keyboards, monitor stand and partial Dell docking station.	N/A	Broken - Not F

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>1/16/19</i>
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

**Remarks:**

Ticket #: ICCB4824A6

*OK to surplus LKV 12-21-18*

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Auditor records updated by: \_\_\_\_\_ Date: \_\_\_\_\_



**County of El Dorado  
Property Transfer Request**

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

Transfer from index code: 231000		Transfer to index code:	
Department: PUBLIC DEFENDER		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

*[Handwritten signature]*      11/30/18

Specific location (address): 1360 JOHNSON BLVD #106 SOUTH LAKE TAHOE CA 96150

Where in facility? FIRST OFFICE ON THE RIGHT

First contact person: JULIE

Phone: 573-3119

Second contact person: LIVNA

Phone: 573-3121

Qty Tag #	Description	Serial/VIN #	Condition
17782	SMALL BROWN DESK CHAIR - old	N/A	FAIR
N/A	MED BROWN DESK CHAIR - only one position, low to ground	N/A	POOR
N/A	MED BLACK DESK CHAIR W/ARMS - tear on the seat	N/A	FAIR
N/A	SMALL 3 DRAWER FILE CABINET W/WHEELS - rust on top	N/A	FAIR
103774	DELL OPTIPLEX 780 COMPUTER w/keyboard	3K0C5M1	GOOD

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	12/6/18
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<b>Remarks:</b>	
Auditor records updated by:	Date:

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



