

**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) 	Approved (Dept Head)
Date 4/24/17	Date

Specific location (address): 360 Fair Lane, Building B

Where in facility? Assessor's Office

First contact person: Cathi Spear Phone: 621-5751

Second contact person: Lucy Markt Phone: 621-5721

Cty Tag #	Description	Serial/VIN #	Condition
No Tag	4 drawer file cabinet (beige)		Fair
16481	4 drawer file cabinet (beige)		Fair
15411	4 drawer file cabinet (gold)		Fair
No Tag	5 drawer file cabinet (gold)		Fair
6673	5 drawer file cabinet (dark grey)		Fair
0227	5 drawer file cabinet (dark grey)		Fair
14419	5 drawer file cabinet (gold)		Fair
14420	5 drawer file cabinet (gold)		Fair
14418	5 drawer file cabinet (gold)		Fair
14399	5 drawer file cabinet (gold)		Fair
No Tag	5 drawer file cabinet (grey)		Fair
2659	4 drawer file cabinet (dark grey)		Fair
No Tag	4 drawer file cabinet (purpley grey)		Fair
1892	4 drawer file cabinet (black)		Fair
No Tag	4 drawer file cabinet (beige)		Fair
No Tag	3ea 2 drawer fiche storage		Fair
No Tag	HP Deskjet 895 Cxi printer	MY9811903K	Broken
No Tag	HP Officejet K8600	TH838210GR	Broken
35166	HP Businessjet 1200	TH5CC440KZ	Broken
No Tag	2ea Herman Miller Desk Chairs		Broken

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	4/28/17	
Posted to Intranet	4/28/17	
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

