

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:

Transfer to index code:

Department: HHSA-PH

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

JCA
Salvati Charles-Heath *1/17/18*

Specific location (address): 931 Spring Street

Where in facility? Hallway

First contact person: Jill Rubin

Phone: 642-7303

Second contact person: Susan Forrester

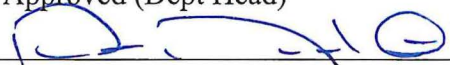
Phone: 621-6267

Cty Tag #	Description/Comments	Serial/VIN #	Condition
101092	HP Laserjet 9040N	JPFL7470FY	Broken Not Functional
N/A	Red upholstered Conf. room chair		broken

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>1/22/18</i>
Posted to Intranet	<i>3/7/18</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: I1CA673313 - Warranty expired 10 years ago
Auditor records updated by: _____ Date: _____

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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 index code: 256100		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	1-14-18		
Specific location (address): Juvenile Hall 299 Fair Lane			
Where in facility? Front Lobby Office			
First contact person: Melissa Mutzig		Phone: (530) 621-5585	
Second contact person: Byron Orsel		Phone: (530) 621-5585	

B
JA

Cty Tag #	Description	Serial/VIN #	Condition
No tag#	Three Tier TV stand (strap included) on wheels		Great
	Laser Toner for Dell C3760n/C3760dn/C3765dnf Magenta (5)	LD-3318431	New
	Laser Toner for Dell C3760n/C3760dn/C3765dnf Black (5)	LD-3318429	New
	Laser Toner for Dell C3760n/C3760dn/C3765dnf Yellow (3)	LD-3318430	New
	Laser Toner for Dell C3760n/C3760dn/C3765dnf Cyan (5)	LD-3318432	New
	Laser Toner for Dell C3760n/C3760dn/C3765dnf	D3760HY	New
	Xerox Black toner (3)		New
	Xerox Staple Cartridges (3)	108R00053	New
	Vtech wireless phone	WE801587595sda	Good
No tag #	Panasonic VHS player with remote	D61C22789	Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	1/24/18	
Posted to Intranet	3/7/18	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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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 index code: 256100		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head) 	Date 1.14.18	Approved (Dept Head)	Date
Specific location (address): Juvenile Hall 299 Fair Lane			
Where in facility? Down stairs in manager's office			
First contact person: Melissa Mutzig		Phone: (530) 621-5585	
Second contact person: Byron Orsel		Phone: (530) 621-5585	

DM
2/2/18

Cty Tag #	Description	Serial/VIN #	Condition
	HP color Laser Jet CP2025	CNGS391432	Not working
29048	HP Laser Jet 4000TN	USQX009439	Not working
No tag#	Dell monitor	1905FP	working
	EPSON workforce 615 C3638	LHNYO12478	Not working

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18-0414 A 3 of 17

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 index code: 101100	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head) Date <u>2/6/18</u>	Approved (Dept Head) _____ Date _____
Specific location (address): 360 Fair Lane Building B, Placerville	
Where in facility? Old AQMD Area/ Networking Office	
First contact person: Jaime Cone	Phone: (530) 621-7664
Second contact person: Josie Gonzalez	Phone: (530) 621-7663

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Office chair	N/A	Broken
N/A	Yellow metal cabinet with wood top	N/A	Old
N/A	Wood bookshelf (4-shelves)	N/A	Good
N/A	(3) Overhead cube storage shelves	N/A	Good
N/A	Large bulletin board	N/A	Old
N/A	Under-mount cube light	N/A	Unk
N/A	(5) 2-drawer lateral file cabinets	N/A	Good
N/A	Sliding-door lateral file cabinet	N/A	Good
N/A	3-drawer ped cabinet	N/A	Old
N/A	Black metal cabinet	N/A	Good
N/A	3-level storage unit	N/A	Good
N/A	Small multi-purpose table	N/A	Good

Routing of PTR Form	<u>N/A or Date</u>	Remarks:
Sent to Auditor/Purchasing		
Posted to Intranet	<u>3/7/18</u>	
Board Approval		
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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 index code:		Transfer to index code:	
Department: <u>ASSESSOR</u>		Department:	
Approved (Dept Head) <u>[Signature]</u>	Date <u>3/5/18</u>	Approved (Dept Head) <u>[Signature]</u>	Date <u>3/5/18</u>
Specific location (address): <u>360 Fair Lane</u>			
Where in facility?			
First contact person: <u>Cathi Spear</u>		Phone: <u>x 5751</u>	
Second contact person: <u>Lucy market</u>		Phone: <u>x 5721</u>	

Cty Tag #	Description	Serial/VIN #	Condition
None	(1) Table (approx 4'x6')	none	fair
	(8) Keyboard trays		
	(7) Desk drawers		
	(3) Shelf Mounts		
	(5) Corner Posts for cubicles		
	(2) Modesty panel for desk		

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<u>3/6/18</u>	
Posted to Intranet	<u>3/7/18</u>	
Board Approval		
Pick-up by Contractor		
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 04000	Transfer to index code:
Department: Treasurer/Tax Collector	Department:
Approved (Dept Head) <i>C. L. Rodriguez</i> Date <i>2/12/18</i>	Approved (Dept Head) Date

#

Specific location (address): *360* Fair Lane, Bldg/A

Where in facility? TTC office

First contact person: Gary Perez Phone: (530) 621-5902

Second contact person: Karen Anda Phone: (530) 621-5809

Cty Tag #	Description	Serial/VIN #	Condition
34099	NCR Remittance Processor 180E	53-38206193	inoperable

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>2/1/18</i>	
Posted to Intranet	<i>3/7/18</i>	
Board Approval		
Pick-up by Contractor		
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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 04000

Transfer to index code:

Department: Treasurer/Tax Collector

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

PA
3/11/18
OK Request

Specific location (address): 360 Fair Lane, Bldg A

Where in facility? Downstairs TTC storage room next to Grand Jury room

First contact person: Gary Perez

Phone: (530) 621-5902

Second contact person: Karen Anda

Phone: (530) 621-5809

Cty Tag #	Description	Serial/VIN #	Condition
	19" Color TV Daewoo DVQ-19H1FC	MT02EK0404	Good
	DVD Player Sony DVP-SR210P	8058299	Good
	TV Stand Apollo	N/A	Good
34323	Dell Optiplex GX620 <i>OK</i>	GFKY91	Inoperable
101710	Dell Optiplex 755 <i>OK</i>	857HLF1	Inoperable

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Posted to Intranet	<i>3/7/18</i>
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<u>Remarks:</u>
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County of El Dorado Property Transfer Request

Surplus

Inter-Department Transfer

Transfer from index code: 04000		Transfer to index code:	
Department: Treasurer/Tax Collector		Department:	
Approved (Dept Head) <i>CL Foyety</i>	Date	Approved (Dept Head)	Date

3/1/18

Specific location (address): 360 Fair Lane, Bldg A

Where in facility? RTL Processing Room _TTC Office

First contact person: Gary Perez Phone: (530) 621-5902

Second contact person: Karen Anda Phone: (530) 621-5809

Cty Tag #	Description	Serial/VIN #	Condition
5152	Bookshelf	N/A	Fair
14221	20 drawer Yellow Filing Cabinet <i>INCLUDED</i>	N/A	Fair
N/A	Eureka Maxima Stand-up Vacuum	0836000166	Inoperable
N/A	Misc. Railings	N/A	Fair
N/A	Keyboard Tray	N/A	Good
N/A	Cubicle Accessory	N/A	Good
N/A	Cubicle Lighting	N/A	Fair

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Posted to Intranet	<i>3/7/18</i>	
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**County of El Dorado
Property Transfer Request**

Surplus Trade-In Inter-Department Transfer

Transfer from index code: <u>1800000</u>		Transfer to index code:	
Department: <u>Recorder Clerk</u>		Department:	
Approved (Dept Head) <u>[Signature]</u>	Date <u>1/22/18</u>	Approved (Dept Head)	Date
Specific location (address): <u>360 Fair Lane</u>			
Where in facility? <u>map room in BACK + ROOM in front</u> ^{new}			
First contact person: <u>CYNTHIA STUPER</u>		Phone: <u>530 621 6592</u>	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
<u>Q</u>	<u>Misc Desk Components</u> ^{4 Boxes}	<u>Q</u>	<u>Good</u>
	<u>5 under desk Keyboard TRAYS</u>	<u>Q</u>	<u>Good</u>
	<u>SHORT square TABLE</u>	<u>Q</u>	<u>Good</u>
	<u>BROTHER FAX MACHINE</u>	<u>U63887BSN848657</u>	<u>Good</u>
	<u>Small lamp</u>	<u>Q</u>	<u>Good</u>
<u>306001</u>	<u>Very OLD camera "Recordax"</u> <u>(7 should be a museum piece)</u>	<u>13132</u>	<u>OLD</u>
	<u>4 - large panes of GLASS</u>		<u>Good</u>
	<u>1 Folding CHAIR</u>		<u>Poor</u>
<u>—</u>	<u>2 x Microfiche Readers</u>		<u>old</u>

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**County of El Dorado
Property Transfer Request**

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

Transfer from index code: 0330000	Transfer to index code:
Department: AUDITOR-PAYROLL	Department:
Approved (Dept Head) <i>Bob Jescaro</i>	Approved (Dept Head)
Date: <i>2/12/18</i>	Date

Specific location (address): PAYROLL 360 FAIR LANE

Where in facility? PAYROLL

First contact person: AMBER Phone: (530) 621-5484

Second contact person: TIM MOORE Phone: (530) 621-5485

Cty Tag #	Description	Serial/VIN #	Condition
	2 YELLOW METAL STORAGE CABINETS - NO DOORS		FAIR
	7 FOOT LONG TABLE TOP WITH COMPARTMENTS		FAIR
	SMALL ROLLING TABLE		FAIR

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Posted to Intranet	<i>3/7/18</i>
Board Approval	
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<u>Remarks:</u>	
Auditor records updated by:	Date:

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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 index code: 0100	Transfer to index code:
Department: Board of Supervisors	Department:
Approved (Dept Head) Date <u>3/6/18</u>	Approved (Dept Head) _____ Date _____
Specific location (address): 330 Fair Lane Building A	
Where in facility? Hallway	
First contact person: Kyra	Phone: 621-6687
Second contact person: Kim	Phone: 621-5393

Cty Tag #	Description	Serial/VIN #	Condition
	Blue Aeron Office chairs (2)		good
	Reddish brown wooden desks (2)		ok
	Dell monitor	CN-OCC280	old
	Dell monitor	CN-036642	old
104874	Optiplex 790 tower		old
	Purple office chair fabric		bad
	dark purple office chair fabric		ok
	6 foot projector screen metal (in corner of hallway) grey/brown		old
	8 foot projector screen metal (in corner of hallway) Bronze		old
	Silver Dell monitor	CN-OG313H	old
	Black Dell monitor	CN-OC553H	old
	Black Dell monitor	MX-08G152	old
	Dell monitor	CN-003193	old
	Dell monitor	101126H010206	old
	Dell monitor	CN-ORNMH6	old
	Dell monitor	CN-036642	old
	Dell monitor	CN-OD3073	old
	Dell monitor	02V315-71618	old
	Dell monitor	CN-OFP182-71618	old
	Dell monitor	CN-OFP182	old
	Dell monitor	CN-OCJ319-72872	old

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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<input checked="" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 0100		Transfer to index code:	
Department: Board of Supervisors		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date <i>3/6/18</i>	Approved (Dept Head)	Date
Specific location (address): 330 Fair Lane Building A			
Where in facility? Hallway			
First contact person: Kyra		Phone: 621-6687	
Second contact person: Kim		Phone: 621-5393	

Cty Tag #	Description	Serial/VIN #	Condition
	Black high back chairs on rollers (3) (in closed session room)		ok
	HP printer black	CN3C58SH57	old
	HP scanner	CN3681Q5G3	old
	Box of miscellaneous office supplies		old

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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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 index code: 250000		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	1.14.18		
Specific location (address): 3974 Durock Road Ste 204 Shingle Springs, CA 95682			
Where in facility? Cubicle 60			
First contact person: Geri Payne		Phone: (530) 621-6079	
Second contact person: Jackie Walker		Phone: (530) 621-6095	

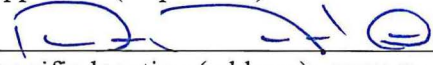
8
9/18

Cty Tag #	Description	Serial/VIN #	Condition
0	Dell Monitor	CN-OKG49T-74261-2IR-78NO	Broken
0	Dell Monitor	CN-OCC352-64180-63E-1195	Broken
0	Dell Speaker	CN-00H837-48220-74A-036Q	Broken
0	(3) Microsoft keyboards	0	Broken
107205	Dell printer	CN-09RRCP-48730-49A-0832	Broken
34911	Cannon Powershot A530	2222148665	Broken
0	Dell printer	9M3GZOZ	Broken
0	Rolodex	0	Old

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		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 250000		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	1-14-18		
Specific location (address): 3974 Durock Rd Ste 204 Shingle Springs, CA 95682			
Where in facility? Cubicle 60			
First contact person: Geri Payne		Phone: (530) 621-6079	
Second contact person: Jackie Walker		Phone: (530) 621-6095	

DM
2

Cty Tag #	Description	Serial/VIN #	Condition
0	Streamlight Stinger Flashlight	418170	Broken
0	Streamlight Stinger Flashlight	2135293	Broken
0	Streamlight Stinger Flashlight	418165	Broken
0	Streamlight Stinger Flashlight	2054280	Broken
0	Streamlight Stinger Flashlight	907339	Broken
0	Streamlight Stinger Flashlight	1351206	Broken
0	Streamlight Stinger Flashlight	1182270	Broken
0	(15) Stinger Flashlight Chargers		Working/O!

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County of El Dorado Property Transfer Request

Surplus
 Trade-In
 Inter-Department Transfer

Transfer from index code: 250000		Transfer to index code: 242121	
Department: Probation		Department: To Radio Shop. Using as surplus parts	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
	1.14.18		1/24/18

Specific location (address): 3974 Durock Rd Ste 204 Shingle Springs, CA 95682

Where in facility? With Geri

First contact person: Geri Payne

Phone: (530) 621-6079

Second contact person: Jackie Walker

Phone: (530) 621-6095

Handwritten notes in blue ink:
35
242121

Cty Tag #	Description	Serial/VIN #	Condition
35197	Motorola EX600-XLS Radio	004TGL9727	Broken

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	
Posted to Intranet	<i>3/7/18</i>
Board Approval	
Pick-up by Contractor	
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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: 241140

Transfer to index code:

Department: EDSO Information Technology

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

R. Rosen

2-23-18

Specific location (address): 3615 China Garden Diamond Springs CA 95619 Call x4944

Where in facility? Radio Shop near cargo containers

First contact person: Frank Yost [location]

Phone: 530-642-4944

Second contact person: Edward Morales [Surplus Items]

Phone: 530-621-6048

Cty Tag #	Description	Serial/VIN #	Condition
102222	Netapp Storevault S550	QMNC8N8190006	Good
102221	Netapp Storevault S550	QMNC8N8190005	Good
102279	Dell PowerEdge 2950	48LJYH1	Broken
103019	Dell PowerEdge 1950	FY5DVH1	Broken
35517	Dell PowerEdge 2950	17QDBC1	Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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County of El Dorado Property Transfer Request

Surplus Trade-In Inter-Department Transfer

Transfer from index code: 250000	Transfer to index code:
Department: Probation	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head) <i>[Signature]</i>
Date <i>1-14-18</i>	Date

Specific location (address): SLT Field Office 1360 Johnson Blvd., Ste. 102 South Lake Tahoe, CA 96150

Where in facility? See Dee

First contact person: Dee Holly Phone: (530) 573-3085

Second contact person: Rosalind Pousette Phone: (530) 573-3020

*35073
MGR*

Cty Tag #	Description	Serial/VIN #	Condition
35073	HP Laser Jet 4250n		Broken

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>1/24/18</i>
Posted to Intranet	<i>3/7/18</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
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