

County of El Dorado Property Transfer Request	
<input checked="checked" type="checkbox"/> Surplus	<input type="checkbox"/> Trade-In
<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 220210	Transfer to index code:
Department: District Attorney	Department:
Approved (Dept Head) <i>V. Bar</i> Date <i>4/12/19</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
102158	DELL OPTIPLEX 755 DUO E8200	D6FWCG1	Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/18/19</i>
Posted to Intranet	<i>4/19/19</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

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: Public Defender	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>4/3/19</i>	Approved (Dept Head) Date
Specific location (address): 3976 Durock Road, Suite 104, Shingle Springs, CA 95682	
Where in facility? 2 cabinets in B Bailey's office; 2 cabinets in back hallway opposite intern work station	
First contact person: Brenda Bailey	Phone: 621-6745
Second contact person: Front Office-Mary, Nicole or Hannah	Phone: 621-6440

Cty Tag #	Description	Serial/VIN #	Condition
Green-No #	Six-shelf metal file cabinet. Overhead sliding shelf doors-no lock	None	poor
Green-No #	Six-shelf metal file cabinet. No overhead doors	None	very good
Green-No #	Six-shelf metal file cabinet. No overhead doors	None	very good
Green-No #	Six-shelf metal file cabinet. No overhead doors	None	good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/8/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:


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

**County of El Dorado
Property Transfer Request**

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

Transfer from index code: 220210 Transfer to index code:

Department: District Attorney's Office Department:

Approved (Dept Head) 	Date <u>4/10/19</u>	Approved (Dept Head)	Date
--	---------------------	----------------------	------

Specific location (address): 778 Pacific St., Placerville, CA

Where in facility? Supply room

First contact person: Nancy Anderson Phone: 621-6484

Second contact person: Shaneen May Phone: 621-6490

Cty Tag #	Description	Serial/VIN #	Condition
104017	Dell Computer Tower		Broken
<u>32329</u>	<u>Dymo Label Maker</u>		<u>Broken</u>
<u>103941</u>	<u>Dell printer</u>		<u>Broken</u>
<u>104567</u>	<u>Apple iPac</u>		<u>Broken</u>

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>4/18/19</u>
Posted to Intranet	<u>4/19/19</u>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:

Auditor records updated by: _____ Date: _____

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

**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

[Handwritten signature]

Specific location (address): 935 Spring St

Where in facility? PHF basaement

First contact person: Jill Rubin

Phone: 642-7303

Second contact person: Amy Higdon

Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
105638	Dell 7010 SFF desktop PC	6QLYSW1	Broken Not Functional
n/a	20010872 (State of CA) HP Compaq dc7900 desktop PC	SMXL852040F	Broken Not Functional
n/a	20010857 (State of CA) HP Compaq dc7900 desktop PC	SMXL85204N0	Broken Not Functional
n/a	20010837 (State of CA) HP Compaq dc7900 desktop PC	SMXL852044H	Broken Not Functional
n/a	20010862 (State of CA) HP Compaq dc7900 desktop PC	SMXL85204D1	Broken Not Functional
n/a	20010461 (State of CA) HP Compaq dc7900 desktop PC	SMXL85204L4	Broken Not Functional
n/a	Epson Stylus Photo RX595 desktop All in One printer	K87Y149070	Broken Not Functional
n/a	30010076 (State of CA) HP P4015x laserjet printer	JPDF208682	Broken Not Functional
n/a	Dell 19" square monitor		Broken Not Functional
n/a	Dell 19" widescreen montior		Broken Not Functional
n/a	HP 500 sheet feeder bin		Broken Not Functional
n/a	1 box keyboards and misc wires		Broken Not Functional
103804	Dell Optiplex 780	DM71QM1	Broken Not Functional

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	4/2/19
Posted to Intranet	4/19/19
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: J38A642A9A, J34C132412
<i>[Handwritten signature]</i>
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 **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: HHSA	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>4-15-19</i>	Approved (Dept Head) <i>[Signature]</i> Date <i>4-15-19</i>
Specific location (address): 935 Spring St	
Where in facility? PHF basement	
First contact person: Jill Rubin	Phone: 642-7303
Second contact person: Amy Higdon	Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
104094	HP Laserjet 3015 printer	VNBCB5T0QK	Broken Not Functional
32006	CA State Serial #22064 Power Mac G4	XB2260YEMK9	Broken Not Functional
32698	CA State Serial #22069 Power Mac G4	XB3461JMPC1	Broken Not Functional
	HP Laserjet P1006	VNB3B51309	Broken Not Functional

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>4/17/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: J3J86A1662 *OK to Surplus Item 4-5-k*

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 **Inter-Department Transfer**

Transfer from index code:	Transfer to index code:
Department: HHSА	Department:
Approved (Dept Head) Date <u>4-15-19</u>	Approved (Dept Head) Date <u>4-25-19</u>

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Jill Rubin Phone: 642-7303

Second contact person: Amy Higdon Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
104869	Dell Optiplex 790	9H4DMS1	Functional Expired Warranty
105074	Dell Optiplex 790	JS2FNS1	Functional Expired Warranty
104927	Dell Optiplex 790	4DDGMS1	Functional Expired Warranty
104782	Dell Optiplex 790	CYYQKS1	Functional Expired Warranty
105078	Dell Optiplex 790	JS2DNS1	Functional Expired Warranty
104907	Dell Optiplex 790	4DBHMS1	Functional Expired Warranty


<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>4/12/19</u>
Posted to Intranet	<u>4/19/19</u>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: J43H491972
<u>OK to Surplus</u>
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 **Inter-Department Transfer**

Transfer from index code:		Transfer to index code:	
Department: HHSA		Department:	
Approved (Dept Head) 	Date 3-13-19	Approved (Dept Head)	Date

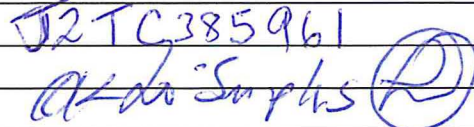
Specific location (address): 935A Spring St

Where in facility? Room 14 (Carolyn Vaughan)

First contact person: Jill Rubin	Phone: 642-7303
Second contact person: Amy Higdon	Phone: 642-4836

Cty Tag #	Description/Comments	Serial/VIN #	Condition
n/a	HP laser Jet 424On copier/printer	CNRXG93778	Broken Not Functional
n/a	Chair with missing bottom piece		Broken Not Functional

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	3/19/19
Posted to Intranet	4/19/19
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

**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) <i>[Signature]</i> Date <i>4-1-19</i>	Approved (Dept Head) Date

[Handwritten mark]

Specific location (address): 937 Spring St

Where in facility? room 25

First contact person: Miguel Miranda Phone: 621-6136

Second contact person: Jill Rubin Phone: 642-7303

Cty Tag #	Description/Comments	Serial/VIN #	Condition
32004	Computer Mac G4	SXB2260WYMK9	Functional Expired Warranty
30849	Server Mac G4	SXA1260XRKXQ	Functional Expired Warranty
32500	Server Mac	SXB31402JNPB	Functional Expired Warranty
31765	IMac G4	SQT21729WMAY	Functional Expired Warranty
32830	Power Mac G4	YM407UE9PC1	Functional Expired Warranty
N/T	Monitors (7)		Functional Expired Warranty
105831	Computer Dell OptiPlex 7010	71LLDX1	Functional Expired Warranty
N/T	Fax HP 1050		Functional Expired Warranty
N/T	Ink Cartridge		Functional Expired Warranty

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>4/8/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: J3J86A1662

ok to surplus [Signature]

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 **Inter-Department Transfer**

Transfer from index code: 602100	Transfer to index code:
Department: Library	Department:
Approved (Dept Head) Date <u>3/27/2019</u>	Approved (Dept Head) _____ Date _____

Specific location (address): 345 Fair Lane Placerville CA 95667

Where in facility? Back Hallway by loading dock, behind my desk, upstairs childrens department, vault.

First contact person: Dave Taylor Phone: 621-5951

Second contact person: Deborah Raiche Phone: 621-5154


Cty Tag #	Description	Serial/VIN #	Condition
31777	DELL OPTIPLEX GX260T P4	7L2QZ11	No HDD
34061	DELL OPTIPLEX GX620 P4	16CZM81	DEAD
102684	DELL OPTIPLEX 760SF DUAL CORE E2200	6XNJYH1	DEAD
34210	DELL OPTIPLEX GX620	CPX7S81	DEAD
34039	DELL OPTIPLEX GX620 P4	8CCZM81	DEAD
102683	DELL OPTIPLEX 760SF DUAL CORE E2200	7XNJYH1	No HDD
102673	DELL OPTIPLEX 760SF DUAL CORE E2200	GXNJYH1	No HDD
102678	DELL OPTIPLEX 760SF DUAL CORE E2200	2XNJYH1	No HDD
102688	DELL OPTIPLEX 760SF DUAL CORE E2200	DXNJYH1	No HDD
102687	DELL OPTIPLEX 760SF DUAL CORE E2200	CXNJYH1	No HDD
34212	DELL OPTIPLEX GX620 P4 S/N GPX7S81	GPX7S81	No HDD
102689	DELL OPTIPLEX 760SF DUAL CORE E2200	FWNJYH1	No HDD
NONE	COMPAQ MATRIX PRINTER LA450	NONE	DEAD
102794	HP LASERJET 4014 PRINTER	CNDX117205	DEAD
NONE	FELLOWS SHREDDER	NONE	BREAKING
NONE	WOOD ENCLOSED WHITE BOARD 40"x42"x5"	NONE	OK
15012	ROUND WOOD TABLE 24IN HIGH 72" DIAMETER	NONE	OK
105922	TOUCH THE PAST TRAVELING KIOSK	NONE	BAD
34554	HP LASERJET 4250	CNGXC25383	BAD
NONE	BARREL TYPE ANNOUNCEMENT BOARD WITH STAND	NONE	OK

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<u>3/28/19</u>	
Posted to Intranet	<u>4/19/19</u>	
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
 19-0693 A 19 of 32

**County of El Dorado
Property Transfer Request**

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

Transfer from index code:	Transfer to index code:
Department: Elections	Department:
Approved (Dept Head) 	Approved (Dept Head)
Date 3/21/19	Date

Specific location (address): 2850 Fairlane Ct. Placerville

Where in facility? Warehouse

First contact person: Linda Webster

Phone: 621-7483

Second contact person: Cynthia Morrison


Phone: 621-7481

Cty Tag #	Description	Serial/VIN #	Condition
101979	Dell Precision Laptop	BGRT1G1	POOR
31361	Dell Monitor MX08G	MX08G1524760525N	POOR
32188	PLANAR Monitor CT19042	M0049HE2360010	POOR
33483	Dell OPTIPLEX GX280	0045-515-975-189	POOR
104066	Dell OPTIPLEX 780	CYMVF1	POOR
103856	Dell OPTIPLEX 780	6ZLKRM1	POOR
104042	Dell OPTIPLEX 780	2K79FQ1	POOR
101423	Dell OPTIPLEX 745	HT9B6F1	POOR
35762	Dell OPTIPLEX 754	985CNC1	POOR
101780	Dell OPTIPLEX 755	3TNLLF1	POOR
101916	Dell OPTIPLEX 755	HBXDTF1	POOR
101730	Dell OPTIPLEX 755	4ZY3KF1	POOR
101984	Dell OPTIPLEX 755	9GYC0G1	POOR
101777	Dell OPTIPLEX 755	JQNLLF1	POOR
1	Ask ED, Election Decision Support System	2CK53008KX	OLD
1	Kodak Camera Bag with Pockets		FAIR
1	Under Desk Desktop Mount		FAIR
3	Framed Political Art		OLD
Multiple	Desktop Filing Equipment		FAIR
Multiple	Wall Mounted Filing Equipment		FAIR
1 Box	15000 Computer Labels		OLD

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

Remarks: Neil from IT says this laptop needs to go to surplus from Elections.
Auditor records updated by: _____ Date: _____

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

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: Elections		Department:	
Approved (Dept Head) 	Date <u>3/26/19</u>	Approved (Dept Head)	Date
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, in Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
31278	Duplo Folding Machine	DF-520N	OLD
1	Baum Folder 714	871114	OLD
26616	Tally T6062 Lineprinters	NH67A062402	OLD
27883	Horizon Collator QC-P8	022003	OLD
	Challenge Belt Driven Hole Punch	N/A	OLD
29000	ITALDIBIPACK Baby-Pack 3246-N	499-99	OLD
31514	Neopost TA50 Single Tabber	211713	OLD
27369	Xerox ASF135		OLD
1 Box	GIS Software and Books		OLD
2Boxes	Misc. Cables		OLD
1	TLP-2642 Label Printer	47203946	OLD
1	Nakajima All CO Typewriter	AE-710	OLD
1 Box	SCSI Cable Termintors		OLD
1	Notevision Laptop Bag		FAIR
1	Desktop Tape Dispenser		OLD
1	Steel Stapler		OLD
3	SHARP Electronic Adding Machines	EL 11978	OLD
3	Micro Computer Processing Bars		FAIR
1	Steel Money Box		OLD
1 Box	Minni Padlocks and Keys		FAIR
1	Push button corded Phone		OLD

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

Remarks:	
Auditor records updated by:	Date:

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

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: Elections		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>			
Specific location (address): 2850 Fairlane Ct. Placerville			
Where in facility? Basement, Warehouse 1			
First contact person: Linda Webster		Phone: 621-7483	
Second contact person: Cynthia Morrison		Phone: 621-7481	

Cty Tag #	Description	Serial/VIN #	Condition
1	HP Laserjet 4250	CNGXD35757	Dead

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/2/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

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

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: See "Description" Field Below		Transfer to index code:	
Department: CDS Admin. and Finance Division		Department:	
Approved (Dept Head): <i>[Signature]</i>	Date: <i>4/10/19</i>	Approved (Dept Head):	Date:
Specific location (address): 2850 Fairlane Court, Placerville, CA			
Where in facility?		Building C, Basement Storage Room	
First contact person:		Julianne Melchor, Department Analyst <i>[Signature]</i>	
Phone: (530) 621-5910			
Second contact person: <i>X</i> Lauri Stutts, Administrative Technician		Phone: (530) 621-7593	

Cty Tag #	Description	Serial/VIN #	Condition
PBD/ADM -->	INDEX CODE 340000 / ORG 3500000		
1) 105116	Dell Optiplex GX790	5MW44V1	Poor
2) 105107	Dell Optiplex GX790	5MT64V1	Poor
3) 105111	Dell Optiplex GX790	5MX64V1	Poor
4) 104698	Dell Optiplex GX780	H7ZTHS1	Poor
PBD/ADM -->	INDEX CODE 340100 / ORG 3500000		
5) 107822	Dell Precision Tower 7910XL	H911F42	Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/16/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: If proceeds, deposit to Index Code/Org numbers above.	
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: See "Description" Field Below Transfer to index code:

Department: Environmental Management Dept. Department:

Approved (Dept Head) _____ Date 4/10/19 Approved (Dept Head) _____ Date _____

Specific location (address): 2850 Fairlane Court, Placerville, CA 95667

Where in facility? Building C, Basement Storage Room

First contact person: Julianne Melchor, Department Analyst *JM* Phone: (530) 621-5910

Second contact person: *L. Lauri* Stutts, Administrative Analyst Phone: (530) 621-7593

Cty Tag #	Description	Serial/VIN #	Condition
EMD -->	INDEX CODE 421100 / ORG 3800000		
1) 104792	Dell Optiplex 790	BP0VGS1 (Correct to B90VGS1)	Poor
EMD -->	INDEX CODE 424200 / ORG 3810120		
2) 102732	Panasonic Toughbook 19"	S8IKSB08963 (Correct to 8IKSB08963)	Poor

Routing of PTR Form	N/A or Date	Remarks: If proceeds, deposit to Index Code/Org numbers above.
Sent to Auditor/Purchasing	4/16/19	
Posted to Intranet	4/19/19	
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: See "Description" Field Below		Transfer to index code:	
Department: Transportation Dept.		Department:	
Approved (Dept Head) <i>[Signature]</i>	Date <i>4/11/19</i>	Approved (Dept Head)	Date
Specific location (address): 2850 Fairlane Court, Placerville, CA			
Where in facility? Building C, Basement Storage Room			
First contact person: Julianne Melchor, Department Analyst <i>JM</i>		Phone: (530) 621-5910	
Second contact person: <i>J</i> Lauri Stutts, Administrative Technician		Phone: (530) 621-7593	

Cty Tag #	Description	Serial/VIN #	Condition
DOT -->	INDEX CODE 306000 / ORG 3600000		
1) 106576	Dell Optiplex 9020 Minitower	DMRPL02	Poor
DOT -->	INDEX CODE 306110 / ORG 3600000		
2) 104552	Dell Precision T7500 Workstation	GTRRWR1	Poor
3) 104558	Dell Precision T7500 Workstation	GTRSWR1 (Correct to GTQRWR1)	Poor
4) 101840	Dell Latitude D830 Duo T7700	190GLF1	Poor
5) 101833	Dell Latitude D830 Duo T7700	780GLF1	Poor
6) 100405	NEC 21" LCD Monitor	63104512GA	Poor
7) 104555	Dell Precision T7500 Workstation	GTRPWR1	Poor
8) 104565	Dell Precision T7500 Workstation	GTQQWR1	Poor
9) 104557	Dell Precision T7500 Workstation	GTQRWR1 (Correct to GTRGWR1)	Poor
10) 104551	Dell Precision T7500 Workstation	GTPSWR1	Poor
11) 104563	Dell Precision T7500 Workstation	GTQKWR1	Poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>4/16/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: If proceeds, deposit to Index Code/Org numbers above.	
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			
<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: Sheriff - Support Services		Department:	
Approved (Dept Head) <i>John D. [Signature]</i>	Date <i>4/10/19</i>	Approved (Dept Head)	Date
Specific location (address):			
Where in facility?			
First contact person: Monica Smithcamp		Phone: 7529	
Second contact person: Patrick Trevino		Phone: 5609	

Cty Tag #	Description	Serial/VIN #	Condition
	Diamond Back - Ballistic Vest	129832	Expired
	Diamond Back - Ballistic Vest	1036789	Expired
	Diamond Back - Ballistic Vest	1248836	Expired
	Diamond Back - Ballistic Vest	1284664	Expired
	Diamond Back - Ballistic Vest	1298829	Expired
	Diamond Back - Ballistic Vest	1298837	Expired
	Diamond Back - Ballistic Vest	1305181	Expired
	Diamond Back - Ballistic Vest	1305184	Expired
	Diamond Back - Ballistic Vest	1305189	Expired
	Diamond Back - Ballistic Vest	1305194	Expired
	Diamond Back - Ballistic Vest	1305196	Expired
	Diamond Back - Ballistic Vest	1306743	Expired
	Diamond Back - Ballistic Vest	1306788	Expired
	KDH - Ballistic Vest	9581-01	Expired
	Keramont - Ballistic Vest	K0007484	Expired
	Unreadable Vest		
	Unreadable Vest		
	Unreadable Vest		

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/10/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>To be disposed of by Sheriff's Office</i>	
Auditor records updated by:	Date:

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

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: Sheriff - Support Services		Department:	
Approved (Dept Head) <i>Jack D. [Signature]</i>	Date <i>4/10/19</i>	Approved (Dept Head)	Date
Specific location (address):			
Where in facility?			
First contact person: Monica Smithcamp		Phone: 7529	
Second contact person: Patrick Trevino		Phone: 5609	

Cty Tag #	Description	Serial/VIN #	Condition
	Phoenix Ballistic Vest	217150	Expired
	Phoenix Ballistic Vest	217155	Expired
	Phoenix Ballistic Vest	217164	Expired
	Phoenix Ballistic Vest	217168	Expired
	Phoenix Ballistic Vest	217171	Expired
	Phoenix Ballistic Vest	217172	Expired
	Phoenix Ballistic Vest	218414	Expired
	Phoenix Ballistic Vest	218418	Expired
	Phoenix Ballistic Vest	222184	Expired
	Phoenix Ballistic Vest	2171583	Expired
	Phoenix Ballistic Vest	130424341	Expired
	Phoenix Ballistic Vest	1304241024	Expired
	Phoenix Ballistic Vest	1304241343	Expired
	Phoenix Ballistic Vest	1306208513	Expired
	Phoenix Ballistic Vest	1409094088	Expired
	Phoenix Ballistic Vest		Expired
	Phoenix Ballistic Vest		Expired

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>4/10/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>To be disposed of by Sheriff's Office</i>	
Auditor records updated by:	Date:

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

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: Sheriff - Support Services		Department:	
Approved (Dept Head) <i>John D. A.</i>	Date <i>4/10/19</i>	Approved (Dept Head)	Date
Specific location (address):			
Where in facility?			
First contact person: Monica Smithcamp		Phone: 7529	
Second contact person: Patrick Trevino		Phone: 5609	

Cty Tag #	Description	Serial/VIN #	Condition
	Point Blank - Ballistic Vest	92002047	Expired
	Point Blank - Ballistic Vest	200567176	Expired
	Point Blank - Ballistic Vest	200577913	Expired
	Point Blank - Ballistic Vest	300672595	Expired
	Point Blank - Ballistic Vest	400918628	Expired
	Point Blank - Ballistic Vest	501299187	Expired
	Point Blank - Ballistic Vest	501354580	Expired
	Point Blank - Ballistic Vest	601411085	Expired
	Point Blank - Ballistic Vest	601417256	Expired
	Point Blank - Ballistic Vest	601467297	Expired
	Point Blank - Ballistic Vest	601467333	Expired
	Point Blank - Ballistic Vest	601478128	Expired
	Point Blank - Ballistic Vest	601582961	Expired
	Point Blank - Ballistic Vest	601612243	Expired
	Point Blank - Ballistic Vest	601612244	Expired
	Point Blank - Ballistic Vest	601612268	Expired
	Point Blank - Ballistic Vest	701678641	Expired
	Point Blank - Ballistic Vest	701694804	Expired
	Point Blank - Ballistic Vest	701707514	Expired
	Point Blank - Ballistic Vest	701741234	Expired
	Point Blank - Ballistic Vest	80000081833	Expired

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/10/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>To be disposed of by Sheriff's Office</i>	
Auditor records updated by:	Date:

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

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: Sheriff - Support Services		Department:	
Approved (Dept Head) <i>John D'...</i>	Date <i>4/10/19</i>	Approved (Dept Head)	Date
Specific location (address):			
Where in facility?			
First contact person: Monica Smithcamp		Phone: 7529	
Second contact person: Patrick Trevino		Phone: 5609	

Cty Tag #	Description	Serial/VIN #	Condition
	1st Choice Armor - Ballistic Vest	1284646	Expired
	1st Choice Armor - Ballistic Vest	1284651	Expired
	1st Choice Armor - Ballistic Vest	1284655	Expired
	1st Choice Armor - Ballistic Vest	1284664	Expired
	1st Choice Armor - Ballistic Vest	1284672	Expired
	1st Choice Armor - Ballistic Vest	1284675	Expired
	1st Choice Armor - Ballistic Vest	1305185	Expired
	2nd Chance - Ballistic Vest	1442864	Expired
	American Body Armor	4084016	Expired
	American Body Armor	4106085	Expired
	American Body Armor	8149763	Expired
	American Body Armor	10032478	Expired
	American Body Armor	10032479	Expired
	American Body Armor	10032486	Expired
	American Body Armor	10228504	Expired
	American Body Armor		Expired
	American Body Armor		Expired
	American Body Armor		Expired
	American Body Armor		Expired
	American Body Armor		Expired

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>4/10/19</i>
Posted to Intranet	<i>4/19/19</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>To be disposed of by Sheriff's Office</i>	
Auditor records updated by:	Date:

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