

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 243111	Transfer to index code:
Department: SHERIFF-CUTODY	Department:
Approved (Dept Head) <i>Jon D. Vi</i> Date <i>5/19/16</i>	Approved (Dept Head) _____ Date _____

Specific location (address): 300 Forni Rd

Where in facility? Storage units

First contact person: Ben Miller Phone: (530) 621-6013

Second contact person: John Cherinka Phone: (530) 621-6013

Cty Tag #	Description	Serial/VIN #	Condition
N/A 1	OFFICE CHAIRS ,8 VARIOUS	N/A	FAIR
N/A 2	HAIER REFRIGERATOR 1.7 cf ,NON functional	N/A	POOR
N/A 3	KENMORE REFRIGERATOR ,NON functional	N/A	POOR
N/A 4	KENMOORE MICROWAVE ,NON functional	N/A	POOR
N/A 5	FOLDING TABLE 3x5	N/A	FAIR
N/A 6	SONY 3 DISK CHANGER W/ SPEAKERS ,NON functional	N/A	POOR
N/A 7	COMPUTER DESK.	N/A	FAIR
N/A 8	SONY F57902 , SCANNER, FAX, COPIER ,NON functional	N/A	POOR
N/A 9	DESK ,SMALL BROWN	N/A	FAIR
N/A 10	BROTHER,4550 ,SCANNER, FAX, COPIER ,NON functional	N/A	POOR
N/A 11	HP DESKJET 950C PRINTER,NON functional	N/A	POOR
N/A 12	HP 1220 FAX,NON functional	N/A	POOR
N/A 13	CANNON, PC940 COPIER ,NON functional	N/A	POOR
00248 14	HP OFFICEJET PRO 8500A,NON functional	N/A	POOR

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>6/7/16</i>
Posted to Intranet	<i>6/8/16</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</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: 103110, 103210		Transfer to index code:	
Department: Information Technology		Department:	
Approved (Dept Head) 	Date 5/18/16	Approved (Dept Head)	Date

Specific location (address): 360 Fair Lane

Where in facility? Surplus Shelf

First contact person: Lenny Voet Phone: (530) 621-5310

Second contact person: Jaime COne Phone: (530) 621-7664

Date:

Cty Tag #	Description/Comments	Serial/VIN #	Condition
✓	Dell 1704 Monitor		Broken Not Functional
✓	NEC 92V Monitor		Broken Not Functional
✓	Dell 1907FP Monitor		Broken Not Functional
✓	Dell 2407 Monitor		Broken Not Functional
✓	101797 Dell 755 - No HD or RAM	NOT IN AUDITORS DB	Broken Not Functional
✓	101885 Dell 755 - No HD or RAM	9CZGTF1	Broken Not Functional
✓	101796 Dell 755 - No HD or RAM	32VLLF1	Broken Not Functional
✓	101801 Dell 755 - No HD or RAM	81VLLF1	Broken Not Functional
✓	101805 Dell 755 - No HD or RAM	D1VLLF1	Broken Not Functional
✓	102163 Dell 755 - No HD or RAM	JS4VFG1	Broken Not Functional
✓	101866 Dell 755 - No HD or RAM	5MXRQF1	Broken Not Functional
✓	101802 Dell 755 - No HD or RAM	91VLLF1	Broken Not Functional
✓	101808 Dell 755 - No HD or RAM	H1VLLF1	Broken Not Functional
✓	101800 Dell 755 - No HD or RAM	72VLLF1	Broken Not Functional
✓	102906 DELL 760 - No HD or RAM	D1WD5J1	Broken Not Functional
✓	101799 Dell 755 - No HD or RAM	62VLLF1	Broken Not Functional

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Surplus **Inter-Department Transfer**

Transfer from index code: 103110	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head) Date 6/6/16	Approved (Dept Head) _____ Date _____

Specific location (address): 360 Fair Lane Placerville

Where in facility? IT Surplus Area/ Generator Cage

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	Wood locking cabinet	N/A	Old
N/A	Wood locking cabinet	N/A	Old
N/A	Multi-slot wood file sorter	N/A	Old
N/A	Coat rack, black	N/A	Old
12105	2-drawer lateral file cabinet	N/A	Old
N/A	5-drawer file vertical cabinet	N/A	Old
N/A	2-shelf oak bookcase	N/A	Old
N/A	Wood credenza	N/A	Old
N/A	4-shelf oak bookcase	N/A	Old
N/A	4-shelf oak bookcase	N/A	Old
N/A	Hon 2-drawer vertical file cabinet	N/A	Old
N/A	Hon metal desk	N/A	Old
N/A	3-shelf wood bookcase	N/A	Old

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 530500	Transfer to index code:
Department: Health and Human Services- SLT	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>5/12/2016</i>	Approved (Dept Head) Date

Specific location (address): 3368 Lake Tahoe Blvd. SLT

Where in facility? 1st floor, 2nd Floor, and Basement

First contact person: Cathy Mullen Phone: (530) 573-3211

Second contact person: Barbara Mick Phone: (530) 573-3230

Cty Tag #	Description	Serial/VIN #	Condition
	All upholstered rolling Desk Chairs :		
	Brown Black- stained		Poor
	Gray- arm rest tore		Poor
	2 Red		Medium <i>Fair</i>
	Blue		Medium <i>Fair</i>
	Maroon- broken arm		Poor
	Grey		Medium <i>Fair</i>
	Green		Medium <i>Fair</i>
	First Floor Visitation CPS:		
	Grey - no arms		Medium <i>Fair</i>
	Wheels only no seat		not usable
	Basement:		
	Grey		Medium <i>Fair</i>
	Brown		Poor
	Black		Poor
	Dark Brown		Poor

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