

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 791100	Transfer to index code:
Department: Child Support Services	Department:
Approved (Dept Head) <i>Dale Smith</i> Date <i>5-14-15</i>	Approved (Dept Head) Date

Specific location (address): 3883 Ponderosa Rd

Where in facility? Upstairs storage

First contact person: Mike Brazil

Phone: (530) 642-7298

Second contact person: Wendy Perry

Phone: (530) 642-4831

Cty Tag #	Description	Serial/VIN #	Condition
	HP D2832A 15" CRT		Broken
	Dell 19" LCD Monitor	CN-0D3073-74445-92I-DM1S	Broken
	Dell 19" LCD Monitor	CN-0D3073-74445-92I-DLLS	Broken
32430	Viewsonic VG900		Broken
31791	Palm Pilot		Broken
	UPS Backup power supply x22		Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
Sent to Auditor/Purchasing	<i>5/21/15</i>	
Posted to Intranet	<i>6/10/15</i>	
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
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County of El Dorado Property Transfer Request

Surplus

Inter-Department Transfer

Transfer from index code: 791100	Transfer to index code:
Department: Child Support Services	Department:
Approved (Dept Head) <i>[Signature]</i>	Approved (Dept Head)
Date <i>5-14-15</i>	Date
Specific location (address): 3883 Ponderosa Rd	
Where in facility? Upstairs storage	
First contact person: Mike Brazil	Phone: (530) 642-7298
Second contact person: Wendy Perry	Phone: (530) 642-4831

Cty Tag #	Description	Serial/VIN #	Condition
	blue office chair, swivel, wheels, no arms		fair
	blue office chair, swivel, wheels, no arms		fair
	red high-backed office chair, swivel, wheels, no arms		fair
	red high-backed office chair, swivel, wheels, no arms		fair
	grey office chair, swivel, wheels, no arms		fair
	blue office chair, swivel, wheels, arms		broken
	green executive office chair, swivel, wheels, arms		fair
	green high-backed executive chair, no wheels, arms		fair
	green high-backed executive chair, no wheels, arms		fair
	grey chair, no arms, no wheels		fair
	grey chair, no arms, no wheels		fair
	grey chair, no arms, no wheels		fair
	grey high-backed office chair, swivel, wheels, arms		fair
	grey high-backed office chair, swivel, wheels, no arms		fair
	grey chair, no wheels, arms		fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>	<u>Remarks:</u>
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Posted to Intranet	<i>6/10/15</i>	
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"/> Inter-Department Transfer	
Transfer from index code: 791100		Transfer to index code:	
Department: Child Support Services		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>[Signature]</i>	<i>5-14-15</i>		
Specific location (address): 3883 Ponderosa Rd			
Where in facility? Upstairs storage			
First contact person: Mike Brazil		Phone: (530) 642-7298	
Second contact person: Wendy Perry		Phone: (530) 642-4831	

Cty Tag #	Description	Serial/VIN #	Condition
	Lexmark E250d printer		Obsolete
	HP Business Inkjet 2200 printer		Obsolete
30949	HP Laserjet 3200 printer		Obsolete
	HP Business Inkjet 2230		Obsolete
	Bell & Howell MSP 2000 printer		Obsolete
	Brother Intellifax 2920		Obsolete
	Brother Intellifax 2920		Obsolete

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 250000	Transfer to index code:
Department: PROBATION	Department:
Approved (Dept Head) Date	Approved (Dept Head) Date

[Handwritten signature]
[Handwritten initials] 5/11/15

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

Where in facility? Cubicle Space #60

First contact person: Jackie Walker Phone: 621-6095

Second contact person: Paul Lewis Phone: 621-5969

Cty Tag #	Description	Serial/VIN #	Condition
-0-	3 - IBM Wheelwriter 3, 4, 6 Series II, System 20, 40	-0-	Old
-0-	10 - B212 Brother EM 501, 701 Typewriter Ribbon	-0-	Old
-0-	HP Deskjet 6940	C8970A-002	Fair
-0-	Brother IntelliFAX 2820	1325F9N942215	Broken
-0-	Brother IntelliFAX 4100e	U61639A01129568	Fair
-0-	3 - Monitors	-0-	Broken
-0-	Infocus Projector	-0-	Broken
-0-	7 - Dell Keyboards / 7 Dell Mice	-0-	Broken
-0-	Lanier Trancspt.	766906	Broken
35394	Dell Laptop (no hard drive) D520 DUO T2300E	C523TB1	Old
101218	Dell Laptop (no hard drive) D520 DUO T5600	2W6D5D1	Old
35395	Dell Laptop (no hard drive) D520 DUO T2300E	4T23TB1	Old
35392	Dell Laptop (no hard drive) D510 PM740	129DRB1	Old
101995	Dell Laptop (no hard drive) D830 DUO T7250	B2MFLF1	Old
32388	Dell Laptop (no hard drive) D600	2T21W21	Old
34671	Dell Laptop (no hard drive) D510 PM740	5562991	Old
35266	Optiplex GX520	COH4WB1	Old
101240	Optiplex GX745	H8RR4D1	Old
101225	Optiplex GX745	J7RR4D1	Old
35572	HP4250 Printer	CNRXK25811	Broken
33891	HP4250 Printer	CNBXC36357	Broken

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	5/4/15
Posted to Intranet	6/10/15
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: Transfer to index code:

Department: HHSA Department:

Approved (Dept Head) Date Approved (Dept Head) Date
D. Cole 4/20/15

Specific location (address): 935 Spring St

Where in facility? Basement

First contact person: Shannon Vanskike Phone: 621-7352

Second contact person: Tim Sampson Phone: 642-7117


Cty Tag #	Description	Serial/VIN #	Condition
101738	Dell Optiplex 755	7QQJLE1	POOR

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	5/16/15
Posted to Intranet	6/10/15
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: OK to Surplus Viny 4/21/15

Auditor records updated by: Date:

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 530500		Transfer to index code:	
Department: HHSA		Department:	
Approved (Dept Head) 	Date 5/13/2015	Approved (Dept Head)	Date
Specific location (address): 3057 Briw Rd			
Where in facility? Patio			
First contact person: Jill Rubin		Phone: 642-7303	
Second contact person: Mike Yurkovic		Phone: 642-7222	

Cty Tag #	Description	Serial/VIN #	Condition
	Quick PAD		Works/antique
	C.ITOH Dot matrix printer M8510+		classic

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	5/20/15
Posted to Intranet	6/10/15
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: OK to surplus - Terry 5/13/15	
Auditor records updated by:	Date:

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County of El Dorado Property Transfer Request			
<input checked="checked" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: 530500		Transfer to index code:	
Department: HNSA		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
		5/13/2015	

Specific location (address): 3057 Briw Rd

Where in facility? Patio

First contact person: Jill Rubin

Phone: 642-7303

Second contact person: Mike Yurkovic

Phone: 642-7222

Cty Tag #	Description	Serial/VIN #	Condition
	Quick PAD		Works/antique
	C.ITOH Dot matrix printer M8510+		classic

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	5/14/15
Posted to Intranet	6/10/15
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	OK to surplus - Lemmy 5/13/15		
Auditor records updated by:		Date:	

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County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code: A01111		Transfer to index code:	
Department: Health and Human Services		Department:	
Approved (Dept Head) <i>J. Co. R.</i>		Approved (Dept Head)	
Date <i>5/13/15</i>		Date	
Specific location (address): 3057 Briw Road			
Where in facility? Patio			
First contact person: Jill Rubin		Phone: (530) 642-7303	
Second contact person: Shannon Vanskike		Phone: (530) 642-7352	

Cty Tag #	Description	Serial/VIN #	Condition
102412	Scanner 9250C		Poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>5/14/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: <i>OK to surplus</i> <i>can 5/12/15</i>	
Auditor records updated by:	Date:

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:		Transfer to index code:	
Department: Sheriffs office/custody		Department:	
Approved (Dept Head) <i>R. Rese</i>	Date <i>5-18-15</i>	Approved (Dept Head)	Date

Specific location (address): 300 Forni Rd

Where in facility? Sally port

First contact person: Sgt.Green

Phone: 621-6011

Second contact person: Ben Miller

Phone: 621-6013

Cty Tag #	Description	Serial/VIN #	Condition
N/A	BARBER CHAIR	N/A	POOR
N/A	COMPUTER DESK/COMPLETE -DISASSEMBLED	N/A	GOOD
N/A	COMPUTER DESK/MISSING PARTS - DISASSEMBLED	N/A	POOR
N/A	TABLE	N/A	FAIR

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>5/19/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
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<u>Remarks:</u>	
Auditor records updated by:	Date:

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County of El Dorado Property Transfer Request

Surplus **Inter-Department Transfer**

Transfer from index code: Multi	Transfer to index code:
Department: CDA - Transportation Division	Department:
Approved (Dept Head) <i>John M. Pedowitz</i> Date <i>5/24/15</i>	Approved (Dept Head) Date

Specific location (address): 2850 Fairlane Ct Bldg. C

Where in facility? CADD room, corner room on east end of building, *2nd Floor*

First contact person: Julianne Melchor	Phone: (530) 621-5910
Second contact person: Pam Niebauer	Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
	Index Code: 306600		-
100207	HP DESIGNJET 815 MFP	DK36A5106P	Poor
	Index Code: 306110		
103462	HP DESIGNJET 4500 PRINTER	SSG68AG901H	Poor

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>5/28/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks: Proceeds from any sale to be deposited back to	
Index Code: 306500, User Code: 25000A	
Auditor records updated by:	Date:

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 421100

Transfer to index code:

Department: Environmental Management

Department:

Approved (Dept Head) Alan M. Peden Date 5/26/15

Approved (Dept Head) _____ Date _____

Specific location (address): 2850 Fairlane Ct, Bldg C

Where in facility? Basement

First contact person: Julianne Melchor

Phone: (530) 621-5910

Second contact person: Pam Niebauer

Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
102009	DELL OPTIPLEX 755 DUO	J77HLF1	POOR

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>5/28/15</u>
Posted to Intranet	<u>6/10/15</u>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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County of El Dorado
Property Transfer Request

Surplus **Inter-Department Transfer**

Transfer from index code: Multi		Transfer to index code:	
Department: Development Services		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>Steve M. Prohaska</i>	<i>5/26/15</i>		

Specific location (address): 2850 Fairlane Court, Bldg. C

Where in facility? Basement under the stairs

First contact person: Julianne Melchor Phone: (530) 621-5910

Second contact person: Pam Niebauer Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
	INDEX CODE: 344000		
35252	DELL OPTIPLEX GX520 P D820	FYG4WB1	POOR
	INDEX CODE: 340000		
101913	DELL OPTIPLEX 755 DUO	CCXDTF1	POOR

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 306110	Transfer to index code:
Department: CDA - Transportation Division	Department:
Approved (Dept Head) <i>John M. Pedotto</i>	Approved (Dept Head)
Date <i>5/21/15</i>	Date

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

Where in facility? Basement of Bldg. C

First contact person: Julianne Melchor Phone: (530) 621-5910

Second contact person: Pam Niebauer Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
101819	DELL OPTIPLEX 755 DIP	5SYHLF1	Poor
101815	DELL OPTIPLEX 755 DUO	2RYHLF1	Poor
101821	DELL OPTIPLEX 755 DUO	7RYHLF1	Poor
101823	DELL OPTIPLEX 755 DUO	BRYHLF1	Poor
101830	DELL OPTIPLEX 755 DUO	J14HLF1	Poor
101828	DELL OPTIPLEX 755 DUO	HSYHLF1	Poor
101445	DELL OPTIPLEX 745 DUO	JD21WD1	Poor
103409	DELL OPTIPLEX GX520 P D820	J2TTHC1	Poor
101820	DELL OPTIPLEX 755 DUO	6RYHLF1	Poor
101826	DELL OPTIPLEX 755 DUO	DSYHLF1	Poor
<i>N/A</i>	<i>17" Flat panel display</i>	<i>... 6BE-BC23</i>	<i>Poor</i>
N/A	APC BACK UPS	4B1125P42309	Poor

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

Surplus

Inter-Department Transfer

Transfer from index code: 220210

Transfer to index code:

Department: District Attorney

Department:

Approved (Dept Head) *VH*

Date *5/21/15*

Approved (Dept Head)

Date

Specific location (address): ~~515 Main Street~~

Where in facility? ~~Upstairs/Downstairs~~ *Library Basement*

First contact person: Nancy Anderson

Phone: 621-6484

Second contact person: Christy Lillie

Phone: 621-6487

Cty Tag #	Description	Serial/VIN #	Condition
	Teal modular furniture unit		Good
	Metal salmon colored cloth side chair		Good
	2-drawer legal file cabinet - putty		Good
	Green secretary chair		Poor
	Metal Book Shelve (6 shelves)		Fair
	DOWNSTAIRS		
	Guest chair - green		Fair
	Secretary chair - grey		Fair
	Secretary chair - grey		Broken
	Small TV		?
	One modular furniture panel - green		Good

Routing of PTR Form	N/A or Date
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Posted to Intranet	<i>6/10/15</i>
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Nº -- 1710-2

County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Inter-Department Transfer	
Transfer from index code:		Transfer to index code:	
Department: District Attorney		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date

Specific location (address): ~~1360 Johnson Blvd., Ste. 105, South Lake Tahoe, CA 96150~~

Where in facility? Old Conference Room/Surplus Room *Library Basement*

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Kellie Wangan Phone: (530) 621-6729

Cty Tag #	Description	Serial/VIN #	Condition
	Blue Couch (DA SLT Lobby)		Old
	Unused Toner HP Laserjet 643A - Color		
	Unused HP Transferkit Qty. 2		
	Unused Xerox Toner R1 Black		

Routing of PTR Form	<u>N/A or Date</u>	Remarks:
Sent to Auditor/Purchasing	<i>5/8/15</i>	
Posted to Intranet	<i>6/10/15</i>	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code:	Transfer to index code:
Department: RECORDER CLERKS OFFICE	Department:
Approved (Dept Head) <i>William E. Schmitt</i> Date <i>5/22/15</i>	Approved (Dept Head) Date

Specific location (address): 360 FAIR LANE BUILDING B

Where in facility? SCANNING ROOM

First contact person: CYNTHIA STUPEK

Phone: *621-6592*

Second contact person: CINDY GRAY

Phone: *621-5772*

Cty Tag #	Description	Serial/VIN #	Condition
101912	DELL COMPUTER OPTIPLEX 755	BCXDTF1	OLD
101915	DELL COMPUTER OPTIPLEX 755	FCXDTF1	OLD
35040	DELL COMPUTER OPTIPLEX GX520	C3YWLB1	OLD
35290	H.P.LASERJET 8150DN PRINTER	JPDLR88439	BROKEN
34797	DELL ULTRASHARP 2405FP MONITOR		BROKEN
N/A	EDISON PORTABLE FAN		POOR
N/A	OSCILLATING PORTABLE FAN		POOR
N/A	PURPLE OFFICE CHAIR		BROKEN


<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 103310	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head)  Date 5/28/15	Approved (Dept Head) _____ Date _____

Specific location (address): 360 Fair Lane Placerville

Where in facility? Generator Cage

First contact person: Jaime Cone Phone: (530) 621-7664

Second contact person: Paul Osier Phone: (530) 621-7600


Cty Tag #	Description	Serial/VIN #	Condition
21859	Definity phone switch (has 4 asset tags)	N/A	Old
34623	"		
34624	"		
34625	"		

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Posted to Intranet	6/10/15	
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 15-0777 A 18 of 25

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 103110	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head)  Date 5/28/15	Approved (Dept Head) _____ Date _____

Specific location (address): 360 Fair Lane Placerville

Where in facility? IT Surplus Area

First contact person: Jaime Cone Phone: (530) 621-7664

Second contact person: Paul Osier Phone: (530) 621-7600

Cty Tag #	Description	Serial/VIN #	Condition
35520	MCK Extender	2664921FE9	Old
101302	MCK Extender	AE446492210C	Old
102384	MCK Gateway	108AF49231CA	Old
101305	MCK Gateway	AF44649220ED	Old
101303	MCK Gateway	147AF4931ABBA	Old
34684	MCK Gateway	0864921E88	Old
35732	MCK Gateway	0464921E14	Old
34845	MCK Gateway	366492205B	Old
34029	MCK Gateway	2754921BF5	Old
101431	MCK Extender	117AF4931A1A	Old
34028	MCK Extender	2754921BE5	Old
34842	MCK Extender	1764921EEC	Old
101300	Adtran TSU 120	G41D4171	Old
N/A	Adtran TSU 120	C95A4255	Old
101307	Adtran TSU 120	G41D4093	Old
35523	Adtran TSU 120	G41D4141	Old
34689	Adtran TSU 120	F24G4578	Old
N/A	Adtran TSU 120	E30D8327	Old
34836	Adtran TSU 120	G09F1324	Old
35735	Adtran TSU 120	G41D4050	Old

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	5/28/15
Posted to Intranet	6/10/15
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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

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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 103110	Transfer to index code:
Department: Information Technologies	Department:
Approved (Dept Head) <i>[Signature]</i> Date <i>5/17/15</i>	Approved (Dept Head) <i>[Signature]</i> Date

Specific location (address): 360 Fair Lane

Where in facility? IT Surplus Area

First contact person: Jaime Cone Phone: (530) 621-7664

Second contact person: Paul Osier Phone: (530) 621-7600

Cty Tag #	Description	Serial/VIN #	Condition
N/A	Adtran CSU	DDS3XR1AAA	Old
33577	MCK Extender	3844921490	Old
34685	MCK Extender	0464921DED	Old
N/A	Multiple boxes of old phones	N/A	Old

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>5/28/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
Auditor records updated by:	Date:

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 15-0777 A 20 of 25

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 103210

Transfer to index code:

Department: Information Technologies

Department:

Approved (Dept Head) _____ Date _____

D. Stull *6/2/15*

Approved (Dept Head) _____ Date _____

Specific location (address): 360 Fair Lane Placerville

Where in facility? IT Surplus Area

First contact person: Jaime Cone

Phone: (530) 621-7664

Second contact person: Paul Osier

Phone: (530) 621-7600

Cty Tag #	Description	Serial/VIN #	Condition
101882	Dell Optiplex 755	6CZGTF1	Old

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>6/2/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
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Remarks:
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**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

Transfer from index code: 026100		Transfer to index code:	
Department: CAO - Procurement & Contracts		Department:	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
		6/10/15	

Specific location (address): Store's Office under Library (2900 Fairlane Court)

Where in facility? Store's

First contact person: Derrick, Steve, Eric Phone: (530) 621-5831

Second contact person: Rick Blake Phone: (530) 621-5873

Cty Tag #	Description	Serial/VIN #	Condition
	11 Reams: 8.5" x 11" Orchid Colored Paper (20 lb)		
	21 Reams: 8.5" x 11" Goldenrod Colored Paper (20 lb)		
	6 Reams: 8.5" x 11" Green Colored Paper (20 lb)		
	5 Reams: 8.5" x 11" Tan Colored Paper (20 lb)		
	6 Reams: 8.5" x 11" Natural Colored Paper (60 lb)		
	3 Reams: 8.5" x 11" Natural Colored Paper (65 lb)		
	3 Reams: 8.5" x 11" Gamma Green Colored Paper (65 lb)		
	6 Reams: 8.5" x 11" Goldenrod Colored Paper (67 lb)		
	12 Reams: 8.5" x 14" Canary Colored Paper (20 lb)		
	3 Reams: 8.5" x 14" Green Colored Paper (20 lb)		
	11 Reams: 8.5" x 14" Goldenrod Colored Paper (20 lb)		
	11 Reams: 8.5" x 14" White Paper (24 lb)		

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
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Posted to Intranet	6/10/15
Board Approval	
Pick-up by Contractor	
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Remarks: Store's stock that is no longer sold to Departments.	
Will make available for Department to take for free.	
Auditor records updated by:	Date:

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**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

Transfer from index code: 220210

Transfer to index code:

Department: District Attorney

Department:

Approved (Dept Head) [Signature]

Date 5/2/15

Approved (Dept Head)

Date

* Specific location (address): ~~1360 Johnson Blvd., Ste. 105, South Lake Tahoe, CA 96150~~

*(In Tahoe)

* Where in facility? ~~Old conference room~~

First contact person: Nancy Anderson

Phone: (530) 621-6484

Second contact person: Kellie Wangan

Phone: (530) 621-6729

Cty Tag #	Description	Serial/VIN #	Condition
NA	Wilson Jones Shredding 1200	A257763	Working
18486	4 Drawer Desk (Office #2)		old/useable
	Gray Swivel Desk Chair (Office #2)		Working
	Green Chair Office #2)		Working
	Small Wooden Table (Office #2)		Working
	Medium Wooden Table (Office #2)		Working
	4 Shelf Metal Bookcase (Office #2)		Working
	4 Drawer Metal File Cabinet (Office #2)		Working
	Green Chair (Office #3)		Working
	HP Printer (Surplus Rm)	JPLL825737	old/useable
	2 Yellow Drawer File Cabinet (Office #6)		old/useable
	2 Yellow Drawer File Cabinet (Office #6)		old/useable
16292	2 Drawer Grey File Cabinet (Office #7)		old/useable
	Wooden Book Case (Office #5)		old
	HP Officejet 5610 All-in-One (Surplus Rm)	CN64HDF621	
10083/11092	2 Yellow Chairs (Office #5)		old/useable
	6 Shelf Wooden Bookcase (Office #5)		old/useable
	5 Drawer Desk (Office #5)		old/useable
	2 Shelf Wooden Bookcase (Office #5)		old/useable
	3 Shelf Wooden Bookcase (Office #5)		old/useable
5900	Bulletin Board Large (Office #5)		old/useable

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<u>5/8/15</u>
Posted to Intranet	<u>6/10/15</u>
Board Approval	
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Copy to Auditor	

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

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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/Child Protective Services SLT	Department:
Approved (Dept Head) <i>Sapo Sam Briggs</i>	Approved (Dept Head) <i>[Signature]</i> Date <i>5/18/15</i>

Specific location (address): 3368 Lake Tahoe Blvd., 3rd Floor, South Lake Tahoe, CA 96150

Where in facility? Child Protective Services, 3rd Floor

First contact person: Pamela Goodale

Phone: (530) 573-3201

Second contact person: Su Briggs

Phone: (530) 573-3222

Cty Tag #	Description	Serial/VIN #	Condition
N/A	3 Drawer, Small File Cabinet	N/A	Old/Broken
N/A	3 Drawer, Small File Cabinet	N/A	Old/Broken
N/A	2 Drawer, Small File Cabinet	N/A	Old/Broken

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	<i>5/27/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

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:	Transfer to index code:
Department: Library	Department:
Approved (Dept Head) <i>Jeanne Jones</i> Date <i>5/14/2015</i>	Approved (Dept Head) Date

Specific location (address): 1000 Rufus Allen Blvd., South Lake Tahoe, CA

Where in facility? Inside the library. Please ask the branch manager, Katharine Miller

First contact person: Katharine Miller Phone: (530) 573-3311

Second contact person: Deborah Raiche Phone: (530) 621-5154

Cty Tag #	Description	Serial/VIN #	Condition
17166	Range of shelving 18 feet long, 7 feet tall. It is metal shelving		ok
" "	and has wooden end caps. It has been fully disassembled.		
none	Heavy duty faux wood folding table. It is 6 feet long, 3 feet wide		poor

Routing of PTR Form	N/A or Date
Sent to Auditor/Purchasing	<i>5/19/15</i>
Posted to Intranet	<i>6/10/15</i>
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

Remarks:	
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