

SPECIFIC LOCATION (ADDRESS): $\qquad$
Where in Facility? $\qquad$ an targe gray table
FIRST CONTACT PERSON: $\qquad$ Kathy Flessing

PHONE: $\qquad$ SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$



SPECIFIC LOCATION (ADDRESS):

## PHE Basement

Where in Facility?
FIRST CONTACT PERSON: $\qquad$
$\qquad$
SECOND CONTACT PERSON: PHONE:




Where in Facility? $\qquad$ straight ahead and to the left

FIRST CONTACT PERSON:
PHONE: $\qquad$
SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$



REMARKS: $\qquad$
AUDITOR RECORDS UPDATED BY: $\square$
DATE: $\qquad$
UddLltafRTS OF FORM GO TO PROCUREMENT AND CONTRACTS
AT START OF PROCESS. UPON COMPLETION COPIES WILL BE EISURIEUTED.

WHITE (AUDITOR)
YELLOW (TO DEPT)
PINK (FROM DEPT)
GOLD (PURCHASING)


FIRST CONTACT PERSON:_ PHONE: $\qquad$
SECOND CONTACT PERSON: $\qquad$ PHONE:

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :---: | :---: | :---: |
|  | table top |  | poor |
|  | $\text { square }\left(18^{\prime \prime} \times 18^{n}\right)$ end table |  | \% fair |
|  | black metal TV stand |  | fair |
|  | large oak desk $w / 5$ drawers |  | good! |
|  | table $-20 \times 36^{\prime \prime}$ woodgrain top/chro | me legs | fair |
|  | 2-drower aak file cabinet |  | good |
|  | desk lamp adjustable |  | poor |
| buppor column | smallindeskw) spindle leas |  | fair |
|  |  |  |  |

$\left.\begin{array}{|l|l|}\hline \text { PURCHASING USE ONLY } & \text { DATE } \\ \hline \text { PICKUP BY } \\ \text { CENTRAL SERVICES }\end{array}\right]$

| REMARKS: |  |
| :---: | :---: |
| AUDITOR RECORDS UPDATED BY: DATE: $\qquad$ |  |
|  |  |
| Ath Pl*zestor prorm GO TO PROCUREMENT AND CONTRACTS |  |
|  |  |
| DISTRABUTED 73 |  |
| O Y'0 WHITE (AUDITOR) | YELLOW (TO DEPT) |
| PINK (FROM DEPT) | GOLD (PURCHASING) |
| 11-507 A 4 of 37 | 5700 |



SPECIFIC LOCATION (ADDRESS):
Where in Facility? $\qquad$
FIRST CONTACT PERSON: $\qquad$ PHONE: $\qquad$
SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$


| PURCHASING USE ONLY DATE |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS: $\qquad$

AUDITOR RECORDS UPDATED BY:
DATE: $\qquad$
ALL PKt is of Fo rn do me PROCUREMENT AND CONTRACTS AT START 95 PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED 09母 you 73

OWVIITE (AUDITOR)
YELLOW (TO DEPT)
PINK (FROM DEPT)
GOLD (PURCHASING)


SPECIFIC LOCATION (ADDRESS): PHF basement
Where in Facility? $\qquad$
FIRST CONTACT PERSON: $\qquad$ PHONE: $\qquad$
SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$

| COUNTY TAG\# | DESCRIPTION | SERIAL/VIN\# | CONDITION |
| ---: | :---: | :---: | :---: |
|  | footrest (noh-ergonomic) | fair |  |
| 4 | keyboard trays | fairissarts |  |
|  |  |  | missing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASING USE ONLY | DATE |
| :--- | ---: |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL | $61: 8$ |
| PICKUP BY <br> AUCTIONEER | ALAMO |
| COPY TO AUDITOR |  |



## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| 32480 | MOTOROLA MDC | 736SDJ1598 | BAD |
| 32486 | LI | 736SDJ1731 | BAD |
| 32459 | い | 736SDJ1734 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0271 | BAD |
| NONE | MOTORLA DISPLAY | 736SDJ0261 | BAD |
| 31045 | HP LAPTOP | TW21102766 | BAD |
| 31052 (missing \#) | HP LAPTOP | TW20705886 | BAD |
|  |  |  |  |
|  |  |  |  |



## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | XEROX 6250 PRINTER | KAA-3 | BAD |
| NONE | IDENT 390 CUP | $115230 V$ | POOR |
| 35865 | 21" VIEWSONIC | PSD094300328 | POOR |
| NONE | DELL 15" FLAT | 06R644-478040C7NV | POOR |
| NONE | DELL 19" FLAT | OC3319 72872 OW4U | POOR |
| NONE | DELL 15" FLAT | OU4795 71618 6APW | POOR |
| NONE | DELL 15" FLAT | $06 R 64447804$ CONG | POOR |
|  |  |  |  |
|  |  |  |  |



TO Surplus $4-14-11$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA
Where in Facility? Radio Shop - Diamond Springs

FIRST CONTACT PERSON: Sherry Bahlman
SECOND CONTACT PERSON: Frank Yost/Phil Dold

PHONE: 5690
PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | DELL 15" FLAT | $06 R 644$ 47804 CONV | POOR |
| NONE | DELL 15" FLAT | $06 R 644-478040$ CO2B | POOR |
| NONE | DELL 15" FLAT | $06 R 644-478040$ L141 | POOR |
| NONE | HP 5550 DESK JET | MY27IN2KD | POOR |
| NONE | HP 2600 COLOR LASER | CNGC69F1KF | POOR |
| NONE | HP LASER JET 1200 | CNGIH9D188 | POOR |
| NONE | HP PHOTO SMART C7280 | CN16QIT186 | POOR |
| NONE | DELL 19" MONITOR | ON OCI31972172-6BD- | POOR |
| 30977 | HP PC VECTRA V6420 | US20511544 | POOR |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE |
| WHITE (AUDITOR) <br> PINK (FROM DEPT) |

$$
\text { To Surplus } 4-14-11
$$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST

| $x$ | SURPLUS |  |
| :--- | :--- | :--- |
| INTER -DEPARTMENT |  |  |

## SPECIFIC LOCATION (ADDRESS): $\mathbf{3 6 1 5}$ Stage Court, Diamond Springs, CA

Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | $15^{\prime \prime}$ MONITOR | SAMSUNG | OK |
| NONE | HP SCAN JET S470C | CN16Q1T186 | OK |
| NONE | HP 15" CRT |  | OK |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITORS OFFICE |
| WHITE (AUDITOR) <br> PINK (FROM DEPT) YELLOW (TO DEPT) |

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman
PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold
PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :--- | :--- |
| 32455 | MOTOROLA MDC | 736 SDJ1720 | BAD |
| 32457 | MOTOROLA MDC | 736 SDJ1592 | BAD |
| 32478 | MOTOROLA MDC | 736 SDJ1603 | BAD |
| 32489 | MOTOROLA MDC | 736 SDJ1723 | BAD |
| 32491 | MOTOROLA MDC | 736 SDJ1610 | BAD |
| 32473 | MOTOROLA MDC | 736 SDJ1594 | BAD |
| 32485 | MOTOROLA MDC | 736 SDJ1719 | BAD |
| 32467 | MOTOROLA MDC | 736 SDJ1729 | BAD |
| 32468 | MOTOROLA MDC | 736 SDJ1595 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY |  |
| CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE <br> WHITE (AUDITOR) <br> PINK (FROM DEPT)$\quad$ YELLOW (TO DEPT) (PURCHASING) |

To Surplus 4-14-11


SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA
Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | MOTOROLA DISPLAY | 736SDJ0242 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0338 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0257 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0430 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ3097 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0269 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0262 | BAD |
| NONE | MOTOROLA DISPLAY | 736SDJ0266 | BAD |
| NONE | MOTOROLA DISPLAY | 736SGL8207 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE <br> WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) GOLD (PURCHASING) $\mathbf{l}$ ( |

TO Surplus 4-14-11


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| RICK UP BY | REMARKS: <br> AUCTIONEER |
| AUDITOR RECORDS UPDATED BY: |  |
| COPY TO AUDITOR |  |

TO Surplus 4-14-11

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



## SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA

## Where in Facility? Radio Shop - Diamond Springs

FIRST CONTACT PERSON: Sherry Bahaman PHONE: 5690
SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | DEL 17" | CAH5 | BAD |
| NONE | VIEWSONIC 21" | 0790 | BAD |
| NONE | VIEWSONIC 21" | 1620 | BAD |
| 33106 | VIEWSONIC $21^{\prime \prime}$ | A210351-0717 | BAD |
| 26430 | AS400 | C3180 | BAD |
| 40177 | IDENTIX TOUCHPRINT | 100965 | BAD |
| 31210 | VIEWSONIC | 0106 | BAD |
| 29197 | AS400 | FX-1M- | BAD |
| 31559 | VIEWSONIC 17" | 0498 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY |  |
| CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITORS OFFICE |
| WHITE (AUDITOR) <br> PINK (FROM DEPT)$\quad$ YELLOW (TO DEPT) |

$$
10 \text { Surplus } 4-14-11
$$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA
Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690
SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | VIEWSONIC 15" | 1095 | BAD |
| 31564 | VIEWSONIC 17" | AOM020300337 | BAD |
| 31563 | VIEWSONIC 17" | PSD0643000343 | BAD |
| NONE | VIEWSONIC 21" | 0213 | BAD |
| 24981 | PRINTER HP | US(S)48U1107H | BAD |
| NONE | HP FA 1240 | H126 | BAD |
| 35513 | HP P3005 | CND1R18923 | BAD |
| 35514 | HP P3005 | CND1R18929 | BAD |
|  |  |  |  |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE |
| WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) |



## Where in Facility? Radio Shop - Diamond Springs

FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | DELL 15" MONITOR | CEV5 | BAD |
| -35578 | HP Q6982A | 8000 | BAD-_ |
| NONE | LASER FAX BROTHER | 9959 | BAD |
| NONE | HP 1220C | $30 H N$ | BAD |
| NONE | DESTET 1220 | $30 M 0$ | BAD |
| 35855 | VIEWSONIC 21" | PSD064300328 | BAD |
| 35864 | VIEWSONIC 21" | PSD064300339/0344 | BAD |
|  |  |  |  |
|  |  |  |  |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY |  |
| CENTRAL SERVICES |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: |
| SURPLUS ONLY - PURCHASING \& CONTRACTS |
| INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE |
| WHITE (AUDITOR) YELLOW (TO DEPT) |
| PINK (FROM DEPT) GOLD (PURCHASING) |

TO surplus $4-14-11$


Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690
SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :--- | :--- |
| 31978 | DELL GX280 CPU | H9NGT | BAD |
| 33847 | DELL GX280 CPU | WYPYW | BAD |
| 31974 | DELL GX280 CPU | DQBG6 | BAD |
| 31972 | DELL GX280 CPU | CWF3M | BAD |
| 33556 | DELL GX280 CPU | FBHHG | BAD |
| 33568 | DELL GX280 CPU | Q2DV6 | BAD |
| 32156 | DELL GX280 CPU | 7J66Q | BAD |
| 31977 | DELL GX280 CPU | HRR28 | BAD |
| 31851 | DELL 260 | GB6Y6 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLL LOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE <br> WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) GOLD (PURCHASING) $\mathbf{l}$ |

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA
Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| 31864 | DELL 260 CPU | C3M5321 | BAD |
| 32672 | DELL 260 CPU | 7V5YT31-8KP83 | BAD |
| 31847 | DELL 260 CPU | 50L5321-GPGGQ | BAD |
| 32046 | DELL 260 CPU | 2SRTF21-K6W4Y | BAD |
| 32306 | DELL 260 CPU | 363BV21-WDVHY | BAD |
| 31870 | DELL 260 CPU | 44M5321-G444Y | BAD |
| 34145 | DELL 620 CPU | JVR2M | BAD |
| 34143 | DELL 620 CPU | 3HG4B | BAD |
| 34134 | DELL 620 CPU | JGBGJ | BAD |


| PURCHASING <br> USE |  |
| :--- | :--- |
| DICK |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE |
| WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) |

$$
\text { TO Surplus } 4-14-11
$$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



## Where in Facility? Radio Shop - Diamond Springs

FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690
SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: $4944 / 6044$

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| 34166 | DELL 620 CPU | 2HQX3 | BAD |
| 34135 | DELL 620 CPU | V9JQB | BAD |
| NONE | HP PAVILLION 6835 | 7353 | BAD |
| 32335 | POWEREDGE 350 | 7N84521-0436. | BAD |
| 28364 | IBM SWITCH | 23A3465-2961 | BAD |
| 30932 | CISCO 827 | 316N | BAD |
| 33202 | CISCO 827 | CISCO 827 | JMX0821S0U5 |
| 30931 | CISCO 827 | JAB0603315F | BAD |
| 31407 |  | JT24 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY |  |
| CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |



## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dod PHONE: 4944/6044

| COUNTY TAG\# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| 31310 | CISCO 827 | JMX0617J24M | BAD |
| 30516 | CISCO 827 | JAB0538304M | BAD |
| 31323 | CISCO 827 | JMX0617H1QF | BAD |
| 26151 | LAPTOP EXTENZA | 32906650429 | BAD |
| 26115 | TEXAS INS. 5300 |  |  |
| TRAVELMATE | 0379 | BAD |  |
| 34435 | HP COMPAQ NC6120 | SCNV52017X9-6KWYJ | BAD |
| 26222 | SONY VA10 | KCQ88 | BAD |
| NONE | TOSHIBA 325CD5 | $103 A$ | BAD |
| 33098 | HP LAPTOP | CND4251322 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- | :--- |$\quad$| REMARKS: |  |
| :--- | :--- |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| AUDITOR RECORDS UPDATED BY: <br> PICK UP BY <br> AUCTIONEER | DATE: <br> ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITORS OFFICE |
| COPY TO AUDITOR |  |

To Surplus $4-14-11$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA
Where in Facility? Radio Shop - Diamond Springs

| FIRST CONTACT PERSON: | Sherry Bahlman | PHONE: 5690 |  |
| :--- | :--- | :--- | :--- |
| SECOND CONTACT PERSON: | Frank Yost/Phil Dold | PHONE: | 4944/6044 |


| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| 27945 | ACER LAPTOP 710 | $828009 E 3 M$ | BAD |
| 31466 | COMPAQ LAPTOP | CK2VQ | BAD |
| 31465 | COMPAQ LAPTOP | TPHVQ | BAD |
| 31469 | COMPAQ LAPTOP | KO1H | BAD |
| 31460 | COMPAQ LAPTOP | CBW6Q | BAD |
| 30151 | ACER LAPTOP 710 | 914 HO1HQ511 300072K- <br> $6 Y T J Y$ | BAD |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY |  |
| CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED. BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE |
| WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) GOLD (PURCHASING) l |

$$
\text { To Surplus } 4-14-11
$$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



## Where in Facility? Radio Shop - Diamond Springs

## FIRST CONTACT PERSON: Sherry Bahlman <br> PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :--- | :--- |
| NONE | HP MONITOR | 2389 | BAD |
| NONE | VIEWSONIC | 8924 | BAD |
| NONE | ACER | 1471 | BAD |
| NONE | VIEWSONIC | 8939 | BAD |
| NONE | COMPAQ | A414 | BAD |
| NONE | VIEWSONIC | 2440 | BAD |
| NONE | HP MONITOR | 1402 | BAD |
| NONE | DELL 15" MONITOR | AAD4 | BAD |
| NONE | DELL 15" MONITOR | C02Z | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY |  |
| CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE <br> WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) GOLD (PURCHASING) $\mathbf{l}$ ( |




SPECIFIC LOCATION (ADDRESS): $\mathbf{3 6 1 5}$ Stage Court, Diamond Springs, CA
Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690
SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| NONE | VIEWSONIC 20" MONITOR | 0258 | BAD |
| NONE | DELL 15" MONITOR | LOWQ | BAD |
| NONE | HP 15" MONITOR | $230 X$ | BAD |
| NONE | DELL 15" MONITOR | C0QA | BAD |
| 31200 | VIEWSONIC 20" WHITE | AODO2111-0112 | BAD |
| NONE | DELL 15" MONITOR | C7V4 | BAD |
| 35867 | VIEWSONIC 21" MONITOR | PSD06430-0355 | BAD |
| NONE | VIEWSONIC 21" MONITOR | 0295 | BAD |
| NONE | DELL 15" | COME | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :--- |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITOR'S OFFICE |
| WHITE (AUDITOR) YELLOW (TO DEPT) <br> PINK (FROM DEPT) |



## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahlman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :---: | :---: | :--- |
| NONE | VIEWSONIC 18 MONITOR | 1743 | BAD |
| 31206 | VIEWSONIC 21 MONITOR | AODO2111-0108 | BAD |
| 31207 | VIEWSONCI 21 MONITOR | AODO2111-0103 | BAD |
| 31205 | VIEWSONIC 21 MONITOR | AODO2111-0080 | BAD |
| 31209 | VIEWSONIC 21 MONITOR | AODO2111-0114 | BAD |
| 31199 | VIEWSONIC 21 MONITOR | AODO2111-0116 | BAD |
| NONE | DELL 15" MONITOR | C7NV | BAD |
| 31204 | VIEWSONIC 21 MONITOR | 1062 | BAD |
|  |  |  | BAD |


| $\begin{array}{c}\text { PURCHASING } \\ \text { USE ONLY }\end{array}$ | DATE |
| :--- | :--- |
| PICK UP BY |  |
| CENTRAL SERVICES |  |$)$


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITORS OFFICE |
| WHITE (AUDITOR) <br> PINK (FROM DEPT) YELLOW (POLO DEPT) |

$$
10 \text { Sur pun } 4-14-11
$$

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



## SPECIFIC LOCATION (ADDRESS): 3615 Stage Court, Diamond Springs, CA

Where in Facility? Radio Shop - Diamond Springs
FIRST CONTACT PERSON: Sherry Bahaman PHONE: 5690

SECOND CONTACT PERSON: Frank Yost/Phil Dold PHONE: 4944/6044

| COUNTY TAG \# | DESCRIPTION | SERIAL/VIN \# | CONDITION |
| :---: | :--- | :---: | :--- |
| 31189 | VIEWSONIC 21 MONITOR | AODO2111-0111 | BAD |
| NONE | VIEWSONIC 21 | 0790 | BAD |
| NONE | DELL 21 MONITOR | $0 W H 4$ | BAD |
| 34577 | HP 45N PRINTER | 3545 | BAD |
| 31190 | VIEWSONIC 21 MONITOR | 0410 | BAD |
| 31557 | VIEWSONIC 19 MONITOR | AOMO2030-0502 | BAD |
| 31551 | VIEWSONIC 19 MONITOR | AOMO2030-0473 | BAD |
| 31565 | VIEWSONIC 19 MONITOR | AOMO2030-0358 | BAD |
| 31198 | VIEWSONIC 21 MONITOR | AODO2111-0113 | BAD |


| PURCHASING <br> USE ONLY | DATE |
| :--- | :---: |
| PICK UP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICK UP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
|  |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM ARE TO BE SUBMITTED AS FOLLOWS: <br> SURPLUS ONLY - PURCHASING \& CONTRACTS <br> INTER-DEPARTMENT TRANSFERS - AUDITORS OFFICE |
| WHITE (AUDITOR) <br> PINK (FROM DEPT) YELLOW (TO DEPT) |

To
Surplus
$4-14-11$


SPECIFIC LOCATION (ADDRESS): $\qquad$ Where in Facility? $\qquad$
FIRST CONTACT PERSON: $\qquad$ PHONE: $\qquad$ SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$


| PURCHASING USE ONLY |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |

DATE: $\qquad$
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR)
YELLOW (TO DEPT)
PINK (FROM DEPT)
GOLD (PURCHASING)


SPECIFIC LOCATION (ADDRESS): 1360 Johnson Biel, Ste 102 , ST
Where in Facility? By first contact person
$\qquad$
first contact person: Dee Holly phone: 3085
SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$ 6078


| PURCHASING USE ONLY |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS: $\qquad$
R__

AUDITOR RECORDS UPDATED BY: $\square$
DATE: $\qquad$
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR)
YELLOW (TO DEPT)
PINK (FROM DEPT)
GOLD (PURCHASING)


SPECIFIC LOCATION (ADDRESS): 3974 burock Rd, ste 205 , shingle spas where in reciliy? Downstairs hallway
first contact person: Jackie walker phone: $\times 6078$
second Contact person: marci Aral phone: $\times 607$ C

| county tag" | description | serialini" | condition |
| :---: | :---: | :---: | :---: |
| No tag | Table (io' $\times 4^{\prime}$ | IV | 0 |
|  |  |  | Broken. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASING USE ONLY | DATE |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS:
AUDITOR RECORDS UPDATED BY:
DATE: $\qquad$
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED. YELLOW (TO DEPT)

| WHITE (AUDITOR) | YELLOW (FROM DEPT) |
| :--- | :--- |$\quad$ GOLD (PURCHASING)

 SPECIFIC LOCATION (ADDRESS): 1360 Johnson Bud Ste 105 St Where in Facility? Outside D.A's office.
FIRST CONTACT PERSON: HANS Lithe PHONE: $X 3104$ SECOND CONTACT PERSON: Jodi Alboin PHoNE: $\times 6421$

| COUNTY TAG\# | DESCRIPTION | SERIALVIN\# | CONDITION |
| :---: | :---: | :---: | :---: |
| 0710 | MANNWalker | NONE | OLD |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASNG USE ONLY | DATE |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |


| REMARKS: |
| :--- |
| AUDITOR RECORDS UPDATED BY: |
| DATE: |
| ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS |
| AT START OF PROCESS. UPON COMPLETION COPIES WILL BE <br> DISTRIBUTED. <br> WHITE (AUDITOR) <br> PINK (FROM DEPT)$\quad$ YELLOW (TO DEPT) |



SPECIFIC LOCATION (ADDRESS):
Where in Facility?
FIRST CONTACT PERSON:
SECOND CONTACT PERSON: $\qquad$ PHONE: 5951


| PURCHASING USE ONLY |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS:

AUDITOR RECORDS UPDATED BY:
DATE:
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

| WHITE (AUDITOR) | YELLOW (TO DEPT) |
| :--- | :--- |
| PINK (FROM DEPT) | GOLD (PURCHASING) |


| COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST |  |  |
| :---: | :---: | :---: |
|  | POSTED TO EDCNET | $=\frac{\frac{y}{C}}{C}$ |
| TRANSFER FROM (INDEX CODE) | TRANSFER TO (INDEX CODE) | - 空 |
| 306232 |  | - |
| DEPARTMENT: Transportation | DEPARTMENT: |  |
| $\left.a^{2 P(D E P T}\right)^{\text {HEAQ })} \& \quad 4 / 611$ <br> APPROVED (DEPT HEAD) | APPROVED (DEPT HEAD) | DATE |
| SPECIFIC LOCATION (ADDRESS) <br> Where in Facility? |  |  |

FIRST CONTACT PERSON: Julianne Melchor PHONE: $\times 5910$
SECOND CONTACT PERSON: $\qquad$ PHONE:

| COUNTY TAG\# | DESCRIPTION | SERIALVIN\# | CONDITION |
| :---: | :---: | :---: | :---: |
| 200236 | Swartze Sweeper | 49HAADBV71HH | Fair |
|  |  | $9 l_{1} 123$ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASING USE ONLY |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS:

AUDITOR RECORDS UPDATED BY:
DATE: $\qquad$
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

| WHITE (AUDITOR) | YELLOW (TO DEPT) |
| :--- | :--- |
| PINK (FROM DEPT) | GOLD (PURCHASING) |

## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST



Where in Facility? $p a \neq 1$


| county tag\# | description | SERIALVIN\# | condition |
| :---: | :--- | :--- | :--- |
| - | inflect $960 c$ |  | Broken |
|  | office chairs |  | Broken |
| 35226 | SomThinkpad | LV-P/373 | Broken |
|  | 2drawerficcabindt | Broken |  |
|  | cart_printer |  | fair |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


\left.| PURCHASING USE ONLY |  |
| :--- | :--- |
| PICKUP BY |  |
| CENTRAL SERVICES |  |$\right]$


| REMARKS: |
| :--- |
| AUDITOR RECORDS UPDATED BY: <br> DATE: |
| ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS <br> AT START OFF PROCESS. UPON COMPLETION COPIES WILL BE <br> DISTRIBUTED. <br>  <br> WHITE (AUDITOR) <br> PINK (FROM DEPT) YELLOW (TO DEPT) |



SPECIF LOCATION (ADDRESS): 2850 Farlane Ct, Placerville
Where in Facility? Is Floor, Planning Division, Work station first contact person: -Beverly Savage PHoNE: 5324 SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$



SPECIFIC LOCATION (ADDRESS): 2850 Fairlane $C t$ flacerville
Where in Facility? Is Floor, Planning Division Workstation first contact person: Beverly Savage phone: 5324 SECOND CONTACT PERSON: $\qquad$ PHONE: $\qquad$


| PURCHASING USE ONLY DATE |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |



## COUNTY OF EL DORADO PROPERTY TRANSFER REQUEST

POSTED TO EDCNET $\qquad$
TRANSFER FROM (INDEX CODE)
340000
DEPARTMENT:
Development Services
APPROVED (DEPT HEAD) DATE
roger Mon 419-11
SPECIFIC LOCATION (ADDRESS): 2850 Fairlane Ct, placervile
Where in Facility? lIst Floor, Planning Division, Work station
First contact person: Beverly Savage phone: 5324
SECOND CONTACT PERSON: $\qquad$ PHONE:

| COUNTY TAG\# | DESCRIPTION | SERIAL/VIN\# | CONDITION |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| $N / A$ | Box of MISC <br> Office SUPPlies | $\mathrm{N} / \mathrm{A}$ | POOR |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |


| PURCHASING USE ONLY | DATE |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY <br> AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS:

AUDITOR RECORDS UPDATED BY:
DATE:
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

| WHITE (AUDITOR) | YELLOW (TO DEPT) |
| :--- | :--- |
| PINK (FROM DEPT) | GOLD (PURCHASING) |


wherinfality? Commissary
first contact person: PAm Kovalcheck $\qquad$
SECOND CONTACT PERSON: Beth Alexander PHONE: $\qquad$ \#3039
$\qquad$


| PURCHASING USE ONLY | DATE |
| :--- | :--- |
| PICKUP BY |  |
| CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |

$\qquad$

| REMARKS: |
| :--- |
| AUDITOR RECORDS UPDATED BY: |

DATE: $\qquad$
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS AT START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

WHITE (AUDITOR)
YELLOW (TO DEPT)
PINK (FROM DEPT)
GOLD (PURCHASING)

| $\qquad$$\text { AM 9: } 33$ |  |
| :---: | :---: |
| TRANSFER FROM (INDEX CODE) | TRANSFER TO (INDEX CODE) |
| DEPARTMENT: | DEPARTMENT: |
| APPROVED (DEPT HEAD) $\begin{aligned} & \hline \text { DATE } / 4 / 11, \end{aligned}$ | APPROVED (DEPT HEAD) DATE |

SPECIFIC LOCATION (ADDRESS):
Where in Facility? $\qquad$
FIRST CONTACT PERSON: $\qquad$ PHONE: $\qquad$
SECOND CONTACT PERSON: $\qquad$ PHONE:

| COUNTY TAG\# | DESCRIPTION | SERIAL/VIN\# | CONDITION |
| :--- | :---: | :---: | :---: |
| $N / A$ | Metal KitcheN RACKS 24 | N/A | GOOD |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| PURCHASING USE ONLY |  |
| :--- | :--- |
| PICKUP BY <br> CENTRAL SERVICES |  |
| BOARD APPROVAL |  |
| PICKUP BY |  |
| AUCTIONEER |  |
| COPY TO AUDITOR |  |

REMARKS:

AUDITOR RECORDS UPDATED BY:
DATE:
ALL PARTS OF FORM GO TO PROCUREMENT AND CONTRACTS at START OF PROCESS. UPON COMPLETION COPIES WILL BE DISTRIBUTED.

| WHITE (AUDITOR) | YELLOW (TO DEPT) |
| :--- | :--- |
| PINK (FROM DEPT) | GOLD (PURCHASING) |

