

**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

Specific location (address): 935 Spring St

Where in facility? PHF basement

First contact person: Jill Rubin

Phone: (530) 642-7303

Second contact person: Becky Stiles

Phone: (530) 642-4888

Cty Tag #	Description	Serial/VIN #	Condition
	coffee table		fair
	2 mini lab refrigerators-used for specimens		fair
	5 wood desks-no returns		good
	Dark wood executive desk		good
	Yellow metal lateral file cabinet		poor
	Furniture system parts-brands unknown		good
	furniture system overheads (mountable-not free standing)		good
	wood cabinet		broken
	metal and wood laminate desk		fair
	metal desk with left return		fair
	large wood desk with bridge		fair
	2 bed frames		poor
	wood overhead bridge		fair
	metal book case		poor
	corner desk		fair
	file cabinets-vertical non-locking		fair

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	
Posted to Intranet	
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., Pink-From Dept., Gold-Purchasing

County of El Dorado Property Transfer Request

 **Surplus**

☐ **Inter-Department Transfer**

Transfer from index code:

Transfer to index code:

Department: HHSA - PH (EMSA)

Department:

Approved (Dept Head)

Date _____

Approved (Dept Head)

Date _____

Specific location (address): 415 Placerville Dr

Where in facility? STIE J - Server Room

First contact person: Richard Todd

Phone: 6505

Second contact person:

Phone:

[illegible]

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