

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

| | | | |
|---|------------------------|-------------------------|------|
| Transfer from index code: 40000 | | Transfer to index code: | |
| Department: Treasurer/Tax Collector | | Department: | |
| Approved (Dept Head) <i>C. L. Rafferty</i> | Date <i>2-13-13</i> | Approved (Dept Head) | Date |

Specific location (address): 360 Fair Lane, Tax Collector

Where in facility? RPS Room

First contact person: Wesley Clark

Phone: 621-5803

Second contact person: Gary Perez

Phone: 621-5902

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|------------------------------|--------------|-----------|
| 28656 | HP Laserjet 8000 Printer | JJYD00965 | BROKEN |
| 31735 | NCR Computer | 0026798156 | GOOD |
| 33345 | Dell Optiplex GX280 Computer | BKQCD61 | GOOD |
| 33181 | Dell Optiplex GX60 Computer | 3WSL351 | GOOD |
| 33338 | Dell Optiplex GX280 Computer | 9JQCD61 | GOOD |
| 33188 | Dell Optiplex GX60 Computer | GWSL351 | GOOD |
| 33327 | Dell Optiplex GX280 Computer | BC13D61 | GOOD |
| 33186 | Dell Optiplex GX60 Computer | BSSL351 | GOOD |
| 33322 | Dell Optiplex GX280 Computer | 2HT7D61 | GOOD |
| 33359 | Dell Optiplex GX280 Computer | 9MQCD61 | GOOD |
| NO TAG | Dell Optiplex GX280 Computer | 9QBDK71 | GOOD |
| 33317 | Dell Optiplex GX280 Computer | 4GT7D61 | GOOD |
| 33291 | Dell Optiplex GX280 Computer | 78T7D61 | GOOD |
| 33297 | Dell Optiplex GX280 Computer | G9T7D61 | GOOD |
| 33277 | Dell Optiplex GX280 Computer | G4T7D61 | GOOD |
| 33183 | Dell Optiplex GX60 Computer | 9VSL351 | GOOD |
| 33376 | Dell Optiplex GX280 Computer | DPQCD61 | GOOD |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>2/14/13</i> |
| Posted to Intranet | |
| 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., Pink-From Dept., Gold-Purchasing