

**County of El Dorado
Property Transfer Request**

☒ **Surplus**
☐ **Inter-Department Transfer**

Transfer from index code: 409110

Transfer to index code:

Department: Animal Services

Department:

Approved (Dept Head)

Date

Approved (Dept Head)

Date

Specific location (address): 415 Placerville Dr. Suite N

Where in facility? Operations Manager Office

First contact person: Lisa Blake

Phone: 621-7638

Second contact person: Jennifer Hamburg

Phone: 621-7637

Cty Tag #	Description	Serial/VIN #	Condition
	Radio Phone	FC3354A3AGY	BROKEN
	Radio Phone	1192651975B	BROKEN
	Radio Phone	77186DADALY	BROKEN
	Radio Phone	77189053ALY	BROKEN
	Radio Phone	77198093AYY	BROKEN
	Radio Phone	77185E79ALY	BROKEN
	Radio Phone	77185E78ALY	BROKEN
	Radio Phone	05296-0403532	BROKEN
	Office Phone	061613009011	Ok
	Extra Back Door Lock	338529	BROKEN
	Casio Calulator HR-100TM		BROKEN
	Dell Keyboards - Qty 8		FAIR
	Box of misc. computer cables & 14 Mice		FAIR
	HP Jet Direct 170x	5G15243526	OLD
	Premier Letter Folder	SNA14108	BROKEN
	Vivitar PS45S - 35 mm camera		OLD
	Bell & Howell 720 - 35 mm camera - Qty 2		OLD
	Fuji Film Smart Shot III - 35mm camera		OLD

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	2/15/13
Posted to Intranet	2/15/13
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

Department:

Approved (Dept Head)

Date _____

Approved (Dept Head)

Date _____

Specific location (address): 3057 Briw Road

Where in facility? Patio

First contact person: Jill Rubin

Phone: (530) 642-7303

Second contact person: Becky Stiles

Phone: (530) 642-4888

[illegible]

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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 _____

Specific location (address): 929 Spring St.

Where in facility? May be moved to PHF basement

First contact person: Jill Rubin

Phone: (530) 642-7303

Second contact person: Becky Stiles

Phone: (530) 642-4888

[illegible]

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