

# County of El Dorado Property Transfer Request

## Surplus

## Inter-Department Transfer

Transfer to index code:

Department: Surplus

Date \_\_\_\_\_

Where in facility? Armory

Phone: (530) 621-6554

Phone: (530) 621-5692

[illegible]

<u><b>Routing of PTR Form</b></u>	<u><b>N/A or Date</b></u>
Sent to Auditor/Purchasing	12/19/13
Posted to Intranet	N/A
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

**Remarks:** Sgt. Phil Chovanec is going to retire Dec. 16th 2013 and would like to purchase his duty weapon. After BOS declares surplus, employee will submit \$ 441.72 back to El Dorado County Sheriff. The firearm will be taken out of El Dorado County's name and registered to the retiree.

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., Copy-From Dept., Copy-Purchasing