

**COPY**

**County of El Dorado  
Property Transfer Request**

**Surplus**  **Inter-Department Transfer**

Transfer from index code: 307220		Transfer to index code: 306500	
Department: CDA Fleet		Department: CDA Transportation	
Approved (Dept Head)	Date	Approved (Dept Head)	Date
<i>J.M. Redatta</i>	10/12/15	<i>J.M. Redatta</i>	10/12/15

Specific location (address):

Where in facility?

First contact person: Julianne Melchor Phone: (530) 621-5910

Second contact person: Pam Niebauer Phone: (530) 621-5419

Cty Tag #	Description	Serial/VIN #	Condition
103465	Gas Boy AUTOMATED FUEL SYSTEM	N/A	Good
103466	Gas Boy AUTOMATED FUEL SYSTEM CS 11242	N/A	Good
N/A	Tahoma Fuel Pumps	N/A	Good
N/A	Tahoma Fuel Tanks	N/A	Good
N/A	Headington Fuel Tanks	N/A	Good
N/A	Meyers Fuel Tank	N/A	Good

<u>Routing of PTR Form</u>	<u>N/A or Date</u>
Sent to Auditor/Purchasing	10/19/15
Posted to Intranet	
Board Approval	
Pick-up by Contractor	
Copy to Auditor	

<u>Remarks:</u>
Auditor records updated by: <span style="float:right">Date:</span>

**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