



County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> Surplus		<input type="checkbox"/> Trade-In	<input type="checkbox"/> Inter-Department Transfer
Transfer from index code: 250000		Transfer to index code:	
Department: Probation		Department:	
Approved (Dept Head) 	Date <u>11/16/16</u>	Approved (Dept Head)	Date
Specific location (address): 3974 Durock Road, STE 205 Shingle Springs			
Where in facility?			
First contact person: Darci Prall 		Phone: 621-6076	
Second contact person: Geri Payne		Phone: 621-6079	

Cty Tag #	Description	Serial/VIN #	Condition
99958	Glock 22 Pistol, <i>Gen 3</i>	GES948	Used

Routing of PTR Form	N/A or Date	Remarks: Chief Probation Officer to purchase prior use service weapon Ser #GES948
Sent to Auditor/Purchasing	<i>11/12/16</i>	
Posted to Intranet	<i>N/A</i>	
Board Approval	<i>12/13/16 #</i>	
Pick-up by Contractor	<i>N/A</i>	
Copy to Auditor		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., Copy-From Dept., Copy-Purchasing