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| 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: 220210 | | Transfer to index code: | |
| Department: District Attorney | | Department: | |
| Approved (Dept Head) <i>V.M.</i> | Date <i>6/14/18</i> | Approved (Dept Head) | Date |

Specific location (address): 515 Main Street

Where in facility? Upstairs

First contact person: Nancy Anderson

Phone: (530) 621-6484

Second contact person: Shaneen May

Phone: (530) 621-6490

| Cty Tag # | Description | Serial/VIN # | Condition |
|-------------|---|--------------|-----------|
| (1) | Modular furniture - mauve | | Good |
| (2) | Oak book shelf | | Good |
| (3) | Large oak desk | | Fair |
| (4) | Fellowes power paper shredder | | ? |
| (5) | Gray metal book shelf | | Fair |
| (6) | Large u-shaped cherrywood desk | | Good |
| (7) | 2 drawer cherrywood file cabinet | | Broken |
| (8) | Gray wooden book shelf | | Poor |
| (9) | Particle board shelf - paper/document storage | | Fair |
| (10) | Epson LQ-570+ printer | | Fair |
| (11) | Metal storage closet - 5' x 2.5' | | Fair |
| (12) | Gray metal vertical shelf with doors (HON) | | Fair |
| (13) | Putty metal vertical shelf (HONE) | | Fair |
| (14) | Laminated small table with cabinet | | Poor |
| (15) | Keyboard tray | | Broken |
| (16) | Burgundy secretary chair | | Fair |
| (17) 104684 | Dell PC | | ? |
| (18) 104678 | Dell PC | | ? |
| (19) None | Dell Precision PC | | ? |
| (20) 102016 | Dell PC | | ? |
| (21) 104025 | Dell PC | | ? |

| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>6/18/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| <u>Remarks:</u> |
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| Auditor records updated by: _____ Date: _____ |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

| 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: 220210 | | Transfer to index code: | |
| Department: District Attorney's Office | | Department: | |
| Approved (Dept Head) <i>V.M.</i> | Date <i>6/14/18</i> | Approved (Dept Head) | Date |

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Upstairs

First contact person: Nancy Anderson

Phone: (530) 621-6484

Second contact person: Shaneen May

Phone: (530) 621-6490

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------------|---|--------------|-----------------|
| (22) | Fellowes paper shredder | | Works |
| (23) | Dell monitor | | ? |
| (24) | Dell monitor | | ? |
| (25) | Dell monitor | | ? |
| (26) | Dell monitor | | ? |
| (27) | Dell monitor | | ? |
| (28) | Cork bulletin board | | Good |
| (29) | Computer table - laminated | | Good |
| (30) | Small laminate tale | | Good |
| (31) | Oak book shelf - 2 shelves | | Good |
| (32) | Laminate cherrywood book shelf - 4 shelves | | Fair |
| (33) | 3-drawer-light gray filing-cabinet - lock no key | | Fair |
| (34) | Teal modular furniture | | Fair |
| (35) | Teal modular furniture | | Fair |
| (36) | 3 drawer light gray filing cabinet - lock no key | | Fair |
| (37) | Old oak desk | | Good |
| (38) | Laminate table with metal legs | | Fair |
| (39) | Oak book shelf - 3 shelves | | Good |
| (40) | Oak book shelf - 3 shelves | | Good |
| (41) | Laminate book shelf | | Good |
| (42) | Tennsco gray metal book shelf - 6 shelves | | Good |

| Routing of PTR Form | N/A or Date |
|----------------------------|----------------|
| Sent to Auditor/Purchasing | <i>6/18/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| Remarks: |
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| Auditor records updated by: _____ Date: _____ |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | |
|--|--|
| Transfer from index code: 220210 | Transfer to index code: |
| Department: District Attorney's Office | Department: |
| Approved (Dept Head) <i>V.A.L.</i> Date <i>6/14/18</i> | Approved (Dept Head) Date |

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Upstairs

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Shaneen May Phone: (530) 621-6490

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------------|---|--------------|-----------------|
| (43) | Dark gray metal book shelf - 4 shelves | | Good |
| (44) | Ligh oak laminate table with metal legs | | Good |
| (45) 101894 | HP laserjet 4250/4350 printer | | Works |
| (46) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (47) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (48) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (49) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (50) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (51) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (52) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (53) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (54) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (55) | Walnut laminate small table on wheels | | Fair |
| (56) | Dell monitor | | ? |
| (57) | Dell monitor | | ? |
| (58) | Burgundy guest chair with wood | | Fair |
| (59) | Burguny guest chair with wood | | Fair |
| (60) | Gray modular furntiure | | Good |
| (61) | Burgundy guest chair with metal legs | | Fair |
| (62) | Burgundy guest chair with metal legs | | Fair |
| (63) | Keyboard tray | | Broken |

| Routing of PTR Form | N/A or Date |
|----------------------------|----------------|
| Sent to Auditor/Purchasing | <i>6/18/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| Remarks: |
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| Auditor records updated by: Date: |

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | |
|--|--|
| Transfer from index code: 220210 | Transfer to index code: |
| Department: District Attorney's Office | Department: |
| Approved (Dept Head) <i>V.M.</i> Date <i>6/14/18</i> | Approved (Dept Head) Date |

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Downstairs

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Shaneen May Phone: (530) 621-6490

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------------|---|--------------|-----------------|
| (64) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (65) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (66) | Putty metal book shelf - 6 shelves (Hon) | | Good |
| (67) | Small oak laminate table | | Fair |
| (68) | 5 drawer putty file cabinet - letter size (Eastman) | | Fair |
| (69) | Burgundy guest chairs with metal legs (6 of them) | | Poor |
| (70) | Oak book shelf - 5 shelves | | Good |
| (71) | Putty 4 drawer file cabinet - lock, no key (Hon) | | Good |
| (72) | Gray metal book shelf - 6 shelves (Tennsco) | | Good |
| (73) | Putty metal book shelf 9 6 shelf (Hon) | | Fair |
| (74) | Oak book shelf - 3 shelves | | Fair |
| (75) | Black metal cart | | Good |
| (76) 30010 | Epston Stylus Pro 9000 printer | | Broken |
| (77) | Gray metal book shelf - 6 shelves (Tennsco) | | Good |
| (78) | Teal modular furniture | | Fair |
| (79) | Teal modular furniture | | Fair |
| (80) | Teal modular furniture | | Fair |
| (81) | Teal modular furniture | | Fair |
| (82) | Walnut laminate table - small | | Very good |
| (83) | Black leather guest chair - 1 rip in seat | | Fair |
| ***** | ***** | | |

| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>6/18/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> | |
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| Auditor records updated by: | Date: |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

| | | | |
|--|--|---|----------------|
| 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: 220210 | | Transfer to index code: | |
| Department: District Attorney's Office | | Department: | |
| Approved (Dept Head) | <i>V.M.</i> | Date | <i>6/14/18</i> |
| Approved (Dept Head) | | Date | |

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Downstairs

First contact person: *Nancy Anderson* Phone: *621-6484*

Second contact person: *Shaneen May* Phone: *621-6490*

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|--|--------------|-----------|
| (84) | Dell monitor | | ? |
| (85) | Dell monitor | | ? |
| (86) | Dell monitor | | ? |
| (87) | Dell monitor | | ? |
| (88) | Dell monitor | | ? |
| (89) | Dell monitor | | ? |
| (90) | Dell monitor | | ? |
| (91) | Dell monitor | | ? |
| (92) | Dell monitor | | ? |
| (93) | Dell monitor | | ? |
| (94) | Dell monitor | | ? |
| (95) | Dell monitor | | ? |
| (96) | Dell monitor | | ? |
| (97) | Dell monitor | | ? |
| (98) | Dell monitor | | ? |
| (99) | Dell monitor | | ? |
| (100) | Manequin | | Broken |
| (101) | Box of keyboards | | ? |
| (102) | Box of power cords - unknown what they are for | | ? |
| (103) | Laminated walnut book shelf | | Fair |
| (104) | Putty metal book shelf - 6 shelves (Hon) | | Good |

| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>6/10/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> | |
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| Auditor records updated by: | Date: |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

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|--|--|---|----------------|
| 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: 220210 | | Transfer to index code: | |
| Department: District Attorney's Office | | Department: | |
| Approved (Dept Head) | <i>V.M.</i> | Date | <i>6/14/18</i> |
| Approved (Dept Head) | | Date | |

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Downstairs

First contact person: *Nancy Anderson* Phone: *621-6484*

Second contact person: *Shakeen May* Phone: *621-6490*

| Cty Tag # | Description | Serial/VIN # | Condition |
|--------------|--|--------------|-----------|
| (105) | Gray metal book shelf - 3 shelves | | Fair |
| (106) | Gray metal book shelf - 3 shelves | | Fair |
| (107) | Gray metal book shelf - 3 shelves | | Fair |
| (108) | Black leather guest chair | | Poor |
| (109) | Cherry Desk | | Very good |
| (110) | HP 2410 printer/fax | | ? |
| (111) | DVD Player | | Good |
| (112) | Oak desk | | Good |
| (113) | 2 drawer putty metal file cabinet - legal | | Fair |
| (114) | Metal table with laminate top - light gray | | Good |
| (115) | Metal table with laminate top - black | | Good |
| (116) 103580 | Dell PC | | Broken |
| (117) 34265 | Dell PC | | Broken |
| (118) 104670 | Dell PC | | Broken |
| (119) 104689 | Dell PC | | Broken |
| (120) 104692 | Dell PC | | Broken |
| (121) 104078 | Dell PC | | Broken |
| (122) 103582 | Dell PC | | Broken |
| (123) 104024 | Dell PC | | Broken |
| (124) 104012 | Dell PC | | Broken |
| (125) 104676 | Dell PC | | Broken |

| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>6/18/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| Auditor records updated by: | Date: |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | |
|--|--|
| Transfer from index code: 220210 | Transfer to index code: |
| Department: District Attorney's Office | Department: |
| Approved (Dept Head) <i>V.M.</i> Date <i>6/14/18</i> | Approved (Dept Head) Date |

Specific location (address): *515 Main St., Placerville, CA*

Where in facility? *Downstairs*

First contact person: *Nancy Anderson* Phone: *621-6484*

Second contact person: *Sheheen May* Phone: *621-6490*

| Cty Tag # | Description | Serial/VIN # | Condition |
|--------------|---|--------------|-----------|
| (126) 104671 | Dell PC | | Broken |
| (127) | 3 drawer light gray file cabinet; lock with key | | Poor |
| (128) | Blue secretary chair | | Poor |
| (129) | Black leather guest chair | | Poor |
| (130) | Laminate table with black metal legs | | Good |
| (131) | Small walnut laminate table | | Poor |
| (132) | Small wood table with metal legs | | Poor |
| (133) | 2 drawer light gray file cabinet; lock, no key | | Poor |
| (134) | Oak computer table | | Good |
| (135) | Ergotron stand-up desk | | Very good |
| (136) | Keyboard tray | | ? |
| (137) | Keyboard tray | | ? |
| (138) | Keyboard tray | | ? |
| (139) | Keyboard tray | | ? |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
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| Sent to Auditor/Purchasing | <i>6/18/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> | |
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| Auditor records updated by: | Date: |

| 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: 220210 | | Transfer to index code: | |
| Department: District Attorney | | Department: | |
| Approved (Dept Head) | Date <u>6/14/18</u> | Approved (Dept Head) | Date |

Specific location (address): 525 Main Street, Placerville, CA

Where in facility? Miscellaneous locations

First contact person: Nancy Anderson

Phone: (530) 621-6484

Second contact person: Shaneen May

Phone: (530) 621-6490

| Cty Tag # | Description | Serial/VIN # | Condition |
|------------------|---|--------------|-----------------|
| (140) | Oak desk | | Poor |
| (141) 1154 | Large gray metal storage cabinet | | Fair |
| (142) | Light gray metal book shelf - 3 shelves (Tennsco) | | Good |
| (143) | Large dark oak desk | | Fair |
| (144) | Small dark walnut studen desk | | Good |
| (145) | Dark gray 2 drawer file cabinet - letter | | Fair |
| (146) | Small dark walnut table | | Poor |
| (147) 106650 | Fujitsu 6110 scanner | | Broken |
| (148) | Gray guest chair with wood arms | | Fair |
| (149) | Burgundy guest chair with wood legs | | Fair |
| (150) | Gray guest chair with wood arms | | Fair |
| (151) | Burguny guest chair | | Fair |
| (152) | Laminated dark wood book shelf - 6 shelves | | Fair |
| (153) | Burgundy guest chair with wood arms | | Fair |
| (154) | Laminated credenza | | Fair |
| (155) | Box with monitor, keyboard, speakers, misc comp. | | ? |
| (156) | Keyboard tray | | ? |
| (157) | Keyboard tray | | ? |
| (158) | Black 2 drawer file cabinet - ltr - key, no lock (Hon) | | Good |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <u>6/18/18</u> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> | |
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| Auditor records updated by: | Date: |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

Transfer from index code: 220210 Transfer to index code: 028200 (0640400)

Department: District Attorney's Office Department: CAO

Approved (Dept Head) [Signature] Date 6/14/18 Approved (Dept Head) [Signature] Date 6-6-18

Specific location (address): 515 Main Street, Placerville, CA

Where in facility? Upstairs/Downstairs

First contact person: Nancy Anderson Phone: (530) 621-6484

Second contact person: Phone:

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|-------------------------|--------------|-----------|
| 30305 | Maxon Modular Furniture | | Good |
| 30304 | Maxon Module Furniture | | Good |
| 30306 | Maxon Modular Furniture | | Good |
| 30303 | Maxon Modular Furniture | | Good |
| 30302 | Maxon Modular Furniture | | Good |
| 30307 | Maxon Modular Furniture | | Good |
| 30310 | Maxon Modular Furniture | | Good |
| 30308 | Maxon Modular Furniture | | Good |
| 30301 | Maxon Modular Furniture | | Good |
| 30309 | Maxon Modular Furniture | | Good |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <u>6/18/18</u> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| <u>Remarks:</u> |
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| Auditor records updated by: Date: |

**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 |
| <i>Estiva Charles Heath</i> <i>5/25/18</i> | |

Specific location (address): 935 Spring Street

Where in facility? PHF basement

First contact person: Jill Rubin Phone: (530) 642-7303

Second contact person: Amy Higdon Phone: (530) 642-4836

| Cty Tag # | Description/Comments | Serial/VIN # | Condition |
|--------------|---|-----------------------|-----------------------------|
| 101318 | Dell 3115cn printer (index code 531182) | CN-OWH4637324075F0272 | Broken Not Functional |
| NA | HP 4015x printer | JPDF208059 | Broken - Not Functional |
| 104060 | Dell Optiplex 780 | CYNQFQI | Functional With Warranty |
| 104081 | Dell Optiplex 780 | CYNVFQI | Functional Expired Warranty |
| 104837 | HP Compaq 8200 Elite | 2UA2032PJY | Functional Expired Warranty |
| n/a | HP officejet pro 8710 | CN717H31XX | Broken Not Functional |
| n/a | Dell monitors and stands (8) | n/a | Functional Expired Warranty |
| n/a | HP monitor | n/a | Functional Expired Warranty |
| 105726 | Dell Latitude E6330 Laptop | GPJDXW1 | Broken Not Functional |
| <i>35651</i> | <i>Elx 800 Plate Reader</i> | <i>N/A</i> | <i>obsolete</i> |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>5/29/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> | <i>OK to Surplus</i> |
| I4RE686181 | |
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| 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

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

Jill
Patricia Charles-Hodges 5/25/18

Specific location (address): 935 Spring St

Where in facility? PHF basement

First contact person: Jill Rubin

Phone: 642-7303

Second contact person: Amy Higdon

Phone: 642-4836

| Cty Tag # | Description/Comments | Serial/VIN # | Condition |
|-----------|--|--------------|-----------------------------|
| 34660 | Zebra Labelmaker | 45A054700589 | Broken Not Functional |
| None | Epson LQ590 printer. | FSQY079792 | Broken Not Functional |
| None | Epson LQ570e printer. | CCBY099551 | Broken Not Functional |
| 104213 | HP laserjet 4015x | CNDYB45255 | Broken - Not Functional |
| None | 1 (one) 19" Dell Widescreen monitor | | Broken - Not Functional |
| None | 4 (four) 19" square Gateway monitors | | Functional Expired Warranty |
| None | 3 (three) 19"square Dell monitors | | Functional Expired Warranty |
| None | 11 (eleven) 17"square HP monitors | | Functional Expired Warranty |
| None | 1 (one) box old PS2 keyboards | | Functional Expired Warranty |
| None | 2 (two) boxes misc cables, monitor stands, docking stations. | | Functional Expired Warranty |
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| Routing of PTR Form | N/A or Date | Remarks: 15AC141317 <i>OK to surplus</i> |
|----------------------------|----------------|--|
| Sent to Auditor/Purchasing | <i>5/29/18</i> | |
| Posted to Intranet | | |
| Board Approval | | |
| Pick-up by Contractor | | |
| Copy to Auditor | | |

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|-----------------------------|-------|
| Auditor records updated by: | Date: |
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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

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | | | |
|--|------------------------|-------------------------|------|
| Transfer from index code: 241560 | | Transfer to index code: | |
| Department: Support Services/STAR Program | | Department: | |
| Approved (Dept Head) <i>[Signature]</i> | Date <i>5-17-18</i> | Approved (Dept Head) | Date |

Specific location (address): 300 Forni Rd. Placerville Behind the jail in STAR trailer

Where in facility? Back Storage Room

First contact person: Lori Hartfield-Sheriff's Technician Phone: 530 621-5111

Second contact person: STAR Office Phone: 530 621-7545

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|-------------------------------|-----------------------------|-----------|
| 12097 | 4 Door Credenza Gold in Color | 5ft X 29" X 21" (w x h x d) | Good |
| 12080 | 4 Door Credenza Gold in Color | 5ft X 29" X 21" | Good |
| 12079 | 2 Door Credenza Gold in Color | 2 1/2 ft X 29" X 21" | Good |
| 12083 | 2 Door Credenza Gold in Color | 2 1/2 ft X 29" X 21" | Good |
| 6473 | 3 Door Locker Grey in Color | 1' X 77" X 18" | Good |
| 6474 | 3 Door Locker Grey in Color | 1' X 77" X 18" | Good |
| 6475 | 3 Door Locker Grey in Color | 1' X 77" X 18" | Good |
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| Routing of PTR Form | N/A or Date |
|----------------------------|----------------|
| Sent to Auditor/Purchasing | <i>6/12/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| Remarks: | |
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| 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

Approved - X1254 *[Signature]* *5/16/18*

| 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: 256100 | | Transfer to index code: | |
| Department: Probation | | Department: | |
| Approved (Dept Head) | Date | Approved (Dept Head) | Date |
| <i>(Signature)</i> | <i>6.7.18</i> | | |
| Specific location (address): 299 Fair Lane <i>Juvenile Hall</i> | | | |
| Where in facility? B-05 | | | |
| First contact person: Melissa Mutzig | | Phone: (530) 621-5585 | |
| Second contact person: Byron Orsel | | Phone: (530) 621-5585 | |

MW

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|----------------|-----------------|-----------|
| | Samsung TV 42" | 21L63CS2102181H | FAIR |
| | Samsung TV 42" | 21L63CS2102187T | FAIR |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| <u>Remarks:</u> |
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| Auditor records updated by: _____ Date: _____ |

County of El Dorado Property Transfer Request

| | | |
|---|--|---|
| <input checked="checked" type="checkbox"/> Surplus | <input type="checkbox"/> Trade-In | <input type="checkbox"/> Inter-Department Transfer |
|---|--|---|

| | |
|--|-------------------------|
| Transfer from index code: | Transfer to index code: |
| Department: Assessor | Department: |
| Approved (Dept Head) <i>Keith Sheld</i> | Approved (Dept Head) |
| Date <i>6/20/18</i> | Date |

Specific location (address): 360 Fair Lane

Where in facility? Asst Assessor Office

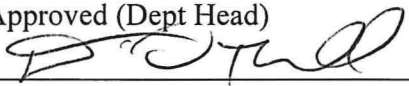
First contact person: Sharon Hairston Phone: 621-5718

Second contact person: Phone:

| Qty Tag # | Description | Serial/VIN # | Condition |
|-----------|-----------------------------|--------------|-----------|
| | 4- 6ft desks, <i>metal,</i> | | good |
| | 1- keyboard tray | | good |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>6/20/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> | |
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| Auditor records updated by: | Date: |

| 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: 103110 | | Transfer to index code: | |
| Department: Information Technologies | | Department: | |
| Approved (Dept Head)  | Date 6/11/18 | Approved (Dept Head) | Date |
| Specific location (address): 360 Fair Lane Building B Placerville | | | |
| Where in facility? IT Surplus Area | | | |
| First contact person: Jaime Cone | | Phone: (530) 621-7664 | |
| Second contact person: Josie Gonzalez | | Phone: (530) 621-7663 | |

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|--------------------|--------------|-----------|
| 34647 | DELL LATITUDE D820 | 649RS91 | Old |
| 35331 | DELL LATITUDE D820 | 9KR09C1 | Old |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> | <u>Remarks:</u> | |
|----------------------------|--------------------|-----------------------------|-------|
| Sent to Auditor/Purchasing | | | |
| Posted to Intranet | | | |
| Board Approval | | | |
| Pick-up by Contractor | | | |
| 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

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

| | |
|---|-------------------------|
| Transfer from index code: 103110 | Transfer to index code: |
| Department: Information Technologies | Department: |
| Approved (Dept Head)  | Approved (Dept Head) |
| Date <i>5/21/18</i> | Date |

Specific location (address): 360 Fair Lane

Where in facility? IT Surplus Shelf

First contact person: Lenny Voet

Phone: (530) 621-5310

Second contact person: Jaime Cone

Phone: (530) 621-5995

Date:

| Cty Tag # | Description/Comments | Serial/VIN # | Condition |
|-----------|--|--------------|-----------------------|
| 31483 | Projector NOTEVISION PG C30XU 1700 LUMEN | 202328424 | Broken Not Functional |
| 103783 | dell monitor (35377) | No ser # | Broken Not Functional |
| na | Dell Server 2900 | HDVJGC1 | Broken Not Functional |
| na | Disc Shredder | CA4575121 | Broken Not Functional |
| na | 22 Misc Monitors 17" SQ | NA | Broken Not Functional |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>5/22/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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|--|-----------------------------|-------|
| <u>Remarks:</u> | | |
| <p>Most of the monitors work, but are not compatible with VDI or Fenix</p> | | |
| <table style="width: 100%;"> <tr> <td style="width: 70%;">Auditor records updated by:</td> <td style="width: 30%;">Date:</td> </tr> </table> | Auditor records updated by: | Date: |
| 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

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

| | |
|--|-------------------------|
| Transfer from index code: 103110 | Transfer to index code: |
| Department: Information Technologies | Department: |
| Approved (Dept Head) <i>[Signature]</i> | Approved (Dept Head) |
| Date <i>5/24/18</i> | Date |

Specific location (address): 360 Fair Lane

Where in facility? IT Surplus Shelf

First contact person: Jaime Cone Phone: 530-621-7664

Second contact person: Josie Gonzalez Phone: 530-621-7663

Date:

| Cty Tag # | Description/Comments | Serial/VIN # | Condition |
|--------------|---------------------------|--------------------|-----------------------------|
| 34020 | DELL LATITUDE D810 P M780 | 2J96N81 | Functional Expired Warranty |
| 34832 | ZEBRA ID CARD PRINTER | P1200001820 | Functional Expired Warranty |
| <i>32575</i> | <i>CISCO 2950 SWITCH</i> | <i>FOC0730W073</i> | <i>" "</i> |
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| Routing of PTR Form | N/A or Date |
|----------------------------|----------------|
| Sent to Auditor/Purchasing | <i>5/25/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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|---|
| Remarks: |
| Most of the monitors work, but are not compatible with VDI or Fenix |
| 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

County of El Dorado Property Transfer Request

Surplus Trade-In Inter-Department Transfer

| | |
|--|--|
| Transfer from index code: <u>250000</u> | Transfer to index code: |
| Department: <u>Probation</u> | Department: |
| Approved (Dept Head) <u>[Signature]</u> Date <u>6.7.18</u> | Approved (Dept Head) Date |

Specific location (address): 3974 Durock Rd Ste 205 SSprings CA 95682

Where in facility? Cubicle 60

First contact person: Geri Payne Phone: 530-621-6079

Second contact person: Jackie Walker Phone: 530-621-6095

Handwritten initials

| Cty Tag # | Description | Serial/VIN # | Condition |
|-------------------------------------|---|----------------|-------------------|
| <input checked="" type="checkbox"/> | <u>Sony Dictaphone</u> | <u>0203635</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>Lanier Dictaphone</u> | <u>2025130</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>Maxell Tapes Blank (8)</u> | <u>---</u> | <u>unused/oid</u> |
| <input checked="" type="checkbox"/> | <u>low file cabinet w/ sliding doors</u> | <u>---</u> | <u>GOOD</u> |
| <input checked="" type="checkbox"/> | <u>(3) Chairs</u> | <u>---</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>upper shelf pieces to sit down cubicle</u> | <u>---</u> | <u>GOOD</u> |
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| Routing of PTR Form | N/A or Date | Remarks: |
|----------------------------|-------------|--|
| Sent to Auditor/Purchasing | | |
| Posted to Intranet | | |
| Board Approval | | |
| Pick-up by Contractor | | |
| Copy to Auditor | | |
| | | Auditor records updated by: Date: |

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | |
|--|--|
| Transfer from index code: <u>250000</u> | Transfer to index code: |
| Department: | Department: |
| Approved (Dept Head) <u>[Signature]</u> Date <u>6.7.18</u> | Approved (Dept Head) Date |

Specific location (address): 3974 Durack Rd Ste 205 S Springs 95682

Where in facility? Cubicle 60

First contact person: Geri Payne Phone: 530-621-6079

Second contact person: Jackie Walker Phone: 530-621-6095

[Handwritten initials]

| Cty Tag # | Description | Serial/VIN # | Condition |
|-------------------------------------|--|------------------------|-----------|
| <input checked="" type="checkbox"/> | Streamlight light BOX Flashlight & Charger | 200489 | |
| <input checked="" type="checkbox"/> | " " | 200492 | |
| <input checked="" type="checkbox"/> | " " | 200496 | |
| <input checked="" type="checkbox"/> | " " | --- | |
| <input checked="" type="checkbox"/> | Dell monitor | CNDCL280-71618-646CFDP | Broken |
| <input checked="" type="checkbox"/> | " " | 67A-BFW6 | Broken |
| <input checked="" type="checkbox"/> | " " | 646-CFEL | Broken |
| <input checked="" type="checkbox"/> | " " | 67A-BF0Q | Broken |
| <input checked="" type="checkbox"/> | Misc. file baskets (11) | --- | Old |
| <input checked="" type="checkbox"/> | Logitech keyboard | --- | Broken |
| <input checked="" type="checkbox"/> | Wooden step stool | --- | Old |
| <input checked="" type="checkbox"/> | Small cart on wheels | --- | Good |
| <input checked="" type="checkbox"/> | Dymo label maker & tape | --- | Old |
| <input checked="" type="checkbox"/> | Cannon MP120 Calculator | --- | Broken |
| <input checked="" type="checkbox"/> | Lanier Dictaphone | 766905 | Old |
| <input checked="" type="checkbox"/> | " " | 767076 | Old |
| <input checked="" type="checkbox"/> | " " | 767231 | Old |
| <input checked="" type="checkbox"/> | " " | 619581 | Old |
| <input checked="" type="checkbox"/> | " " | 619578 | Old |
| <input checked="" type="checkbox"/> | " " | 769188 | Old |
| <input checked="" type="checkbox"/> | " " | 619580 | Old |

| Routing of PTR Form | N/A or Date |
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| Auditor records updated by: | Date: |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | |
|---|---------------------------------------|
| Transfer from index code: <u>250000</u> | Transfer to index code: |
| Department: <u>Probation</u> | Department: |
| Approved (Dept Head) _____ Date <u>6.7.18</u> | Approved (Dept Head) _____ Date _____ |

Specific location (address): 3974 Durock Rd Ste 205 S Springs 95682

Where in facility? ATIC

First contact person: Geri Payne Phone: 530-621-6079

Second contact person: Jackie Walker Phone: 530-621-6095

B/M

| Cty Tag # | Description | Serial/VIN # | Condition |
|-------------------------------------|---------------------------|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | <u>Monitor risers (3)</u> | <u>—</u> | <u>Good</u> |
| <input checked="" type="checkbox"/> | <u>Dell monitor</u> | <u>CN0R0346-64180-9560HSS</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN-0CC280-71618-646-CESS</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN-0CC280-71618-62M-CBAS</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> 67A-BFTD</u> | <u>OIP</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 00Y840-74261-83R-0V8S</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN OPM372-72872-746-0U4I</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 0CC280-71618-62M-CBAC</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 0CC280-71618-646-CFDY</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 02Y3157161843 PAHK9</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> MX OH 6304-47605-4CO AVUL</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN-0CC280-71618-646-CDXM</u> | <u>OIP</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> 675-CEEO</u> | <u>OIP</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN OPM372-72872-746-0U4I</u> | <u>OIP</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 0CC280-71618-646-CFBV</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 0CC352-64180-68B 38HL</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN OPM372-72872-746-0VRE</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN 0CC280 71618-646-6A CZ</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN-OPM 372-72872-746-2461</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN-00Y840-74261-83R-0V8S</u> | <u>OID</u> |
| <input checked="" type="checkbox"/> | <u>"</u> | <u> CN-0CC280-71618-62M-CBAE</u> | <u>OIP</u> |

| Routing of PTR Form | N/A or Date |
|----------------------------|-------------|
| Sent to Auditor/Purchasing | |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| Remarks: | |
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| Auditor records updated by: | Date: |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

County of El Dorado
Property Transfer Request

Surplus Trade-In Inter-Department Transfer

| | |
|--|---------------------------------------|
| Transfer from index code: <u>250006</u> | Transfer to index code: |
| Department: <u>Probation</u> | Department: |
| Approved (Dept Head) <u>[Signature]</u> Date <u>6.7.18</u> | Approved (Dept Head) _____ Date _____ |

Specific location (address): 3974 Durock Rd Ste 205 S Springs 95682

Where in facility? Attic

First contact person: Beri Payne Phone: 530-621-6079

Second contact person: Jackie Walker Phone: 530-621-6095

DM

| Cty Tag # | Description | Serial/VIN # | Condition |
|-------------------------------------|--|--------------------------|-------------|
| <input checked="" type="checkbox"/> | Dell monitor | CN-0CC352-64180-63E-055 | Old |
| <input checked="" type="checkbox"/> | " | " | Old |
| <input checked="" type="checkbox"/> | " | CN OPM 372-72872-76FLAW | Old |
| <input checked="" type="checkbox"/> | " | " | Old |
| <input checked="" type="checkbox"/> | " | CN-0CC352-64180-68B-3812 | Old |
| <input checked="" type="checkbox"/> | " | " | Old |
| <input checked="" type="checkbox"/> | " | CN-0CC280-71618-646-CEB2 | Old |
| <input checked="" type="checkbox"/> | " | " | Old |
| <input checked="" type="checkbox"/> | " | " | Old |
| <input checked="" type="checkbox"/> | (6) laptop bags (1) Backpack | --- | USED |
| <input checked="" type="checkbox"/> | Keyboard trays (1) | --- | USED |
| <input checked="" type="checkbox"/> | (1) Regular ^{wood} chair (1) Chair w/ wheels - Broken | --- | Good/Broken |
| <input checked="" type="checkbox"/> | GBC Shredmaster | --- | Broken |
| <input checked="" type="checkbox"/> | Wireless Keyboards (4) logitech (1) Dell | --- | Broken |
| <input checked="" type="checkbox"/> | HP Printer DeskJet 6940 | --- | Broken |
| <input checked="" type="checkbox"/> | Open eye | DE3-E480-162T | |
| <input checked="" type="checkbox"/> | open eye | DE3-E480164T | |
| 104315 | HP Laser Jet P4015X | | Broken |
| | DVR Generic Brand | --- | Broken |
| | EPSON LQ-570+ | --- | Old |
| NO TAG | GE interlogic DVR | --- | Broken |
| 34911 | " | " | Broken |
| <input checked="" type="checkbox"/> | RCA 5 Disc changer | --- | Broken |
| <input checked="" type="checkbox"/> | HP OfficeJet Pro 8600 | --- | Broken |
| <input checked="" type="checkbox"/> | HP color laser Jet CP2025 | CN G546 3471 | Broken |

| | | |
|----------------------------|--------------------|--|
| Routing of PTR Form | N/A or Date | Remarks: Auditor records updated by: _____ Date: _____ |
| Sent to Auditor/Purchasing | | |
| Posted to Intranet | | |
| Board Approval | | |
| Pick-up by Contractor | | |
| Copy to Auditor | | |

PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

| 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: <u>250000</u> | | Transfer to index code: | |
| Department: <u>Probation</u> | | Department: | |
| Approved (Dept Head) <u>[Signature]</u> | Date <u>6.7.18</u> | Approved (Dept Head) | Date |
| Specific location (address): <u>3974 Durock Rd Ste 205 S Springs 95682</u> | | | |
| Where in facility? <u>Attic</u> | | | |
| First contact person: <u>Geri Payne</u> | | Phone: <u>530-621-6079</u> | |
| Second contact person: <u>Jackie Walker</u> | | Phone: <u>530-621-6095</u> | |

Handwritten mark

| Cty Tag # | Description | Serial/VIN # | Condition |
|-------------------------------------|--|--------------------------|-------------|
| <input checked="" type="checkbox"/> | Powerware 5115 (5) | --- | OID |
| <input checked="" type="checkbox"/> | Dell corded keyboard | --- | OID |
| <input checked="" type="checkbox"/> | IBM Corded Keyboard | --- | OID |
| <input checked="" type="checkbox"/> | Dell monitor | MX-0W8690-48323-61I-8PLA | OID |
| <input checked="" type="checkbox"/> | " | MX-DH6304-47605-4CQ-7A42 | OID |
| <input checked="" type="checkbox"/> | " | MX-DW8690-48323-61I-8PLA | OID |
| <input checked="" type="checkbox"/> | " | CN-0R0346-64180-956-CCY | OID |
| <input checked="" type="checkbox"/> | " | MX-DH6304-47605-4CQ-AV31 | OID |
| <input checked="" type="checkbox"/> | Misc Box Firstaid Supplies ointment Bandages etc. | --- | unused / OD |
| <input checked="" type="checkbox"/> | Threading binders misc sizes (5) | --- | OID |
| <input checked="" type="checkbox"/> | Tire chain (2 sets) Passenger limited type For radial & regular tires | --- | OID |
| <input checked="" type="checkbox"/> | Dell monitor | CN-0CC280-71W8-646 CFEG | OID |
| <input checked="" type="checkbox"/> | " | CN-0R0346-64180-956-CCY | OID |
| <input checked="" type="checkbox"/> | " | CN-0CC280-71W8-646 CFBS | OID |
| <input checked="" type="checkbox"/> | " | CN-0CC280-71W8-62M-68AG | OID |
| <input checked="" type="checkbox"/> | " | CN-036642-71W8-481-AGPX | OID |
| <input checked="" type="checkbox"/> | " | CN-0PM372-72872-74G-06H1 | OID |
| <input checked="" type="checkbox"/> | " | CN-0CC352-64180-688-393L | OID |
| <input checked="" type="checkbox"/> | " | MX-DH6340-47605-4CQ-AV41 | OID |
| <input checked="" type="checkbox"/> | " | CN-0CC352-64180-688-390L | OID |

| Routing of PTR Form | N/A or Date |
|----------------------------|-------------|
| Sent to Auditor/Purchasing | |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| Remarks: | |
|-----------------------------------|-------------|
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| Auditor records updated by: _____ | Date: _____ |

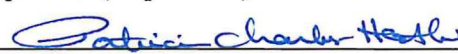
PRINT COMPLETED FORM ON WHITE PAPER AND SEND TO PROCUREMENT & CONTRACTS

**County of El Dorado
Property Transfer Request**

Surplus

Inter-Department Transfer

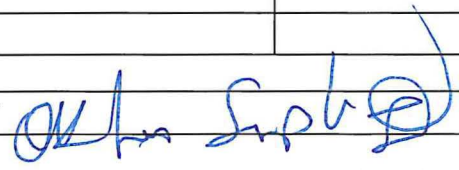
| | |
|---------------------------------------|---------------------------------------|
| Transfer from index code: | Transfer to index code: |
| Department: HHS-MH | Department: |
| Approved (Dept Head) _____ Date _____ | Approved (Dept Head) _____ Date _____ |

5  5/15/18

Specific location (address): Victory Mine (768 Pleasant Valley Rd)
 Where in facility? (Heidi desk)
 First contact person: Heidi Opland Phone: 621-6317
 Second contact person: Jill Rubin Phone: 642-7303

| Cty Tag # | Description/Comments | Serial/VIN # | Condition |
|-----------|--------------------------------|--------------|-----------------------|
| | HP Dekjet D4100 Series Printer | TH64I3252Q | Broken Not Functional |
| | HP deskjet 960c | MY23A1C08C | Broken Not Functional |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | 5/16/18 |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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| <u>Remarks:</u> I5AC435837  |
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| 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

**County of El Dorado
Property Transfer Request**

Surplus **Inter-Department Transfer**

| | | | |
|---|------|-------------------------|------|
| Transfer from index code: | | Transfer to index code: | |
| Department: HHSA-MH | | Department: | |
| Approved (Dept Head) | Date | Approved (Dept Head) | Date |
| <i>Jan Patricia Charles-Heath 5/25/18</i> | | | |

Specific location (address): Victory Mine (768 Pleasant Valley Rd)

Where in facility? (Heidi desk)

First contact person: Heidi Opland

Phone: 621-6317

Second contact person: Jill Rubin

Phone: 642-7303

| Cty Tag # | Description/Comments | Serial/VIN # | Condition |
|-----------|--------------------------------|--------------|-----------------------|
| | HP Dekjet D4100 Series Printer | TH6413252Q | Broken Not Functional |
| | HP deskjet 960c | MY23A108C | Broken Not Functional |
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| Routing of PTR Form | <u>N/A or Date</u> |
|----------------------------|---------------------------|
| Sent to Auditor/Purchasing | <i>5/29/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

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|-----------------------------|--------------------------|
| Remarks: I5AC435837 | <i>OK to Surplus</i> (R) |
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| 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

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | |
|--|--|
| Transfer from index code: 250000 | Transfer to index code: |
| Department: Probation | Department: |
| Approved (Dept Head) Date 6.7.18 | Approved (Dept Head) Date |

Specific location (address): 1360 Johnson Blvd., SLT Main Office

Where in facility?

First contact person: D. Holly

Phone: 573-3083

Second contact person: Rozzie Pousette

Phone: 573-3020

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|------------------------------|--------------|-------------|
| 0 | Dell C1760nw Printer | 898E6652 | Broken |
| 0 | Green Office Chair with Arms | | Broken |
| 0 | Blue Office Chair | | Old/Stained |
| 0 | (6) Guest Chairs | | Old/Stained |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> | <u>Remarks:</u> |
| Sent to Auditor/Purchasing | | |
| Posted to Intranet | | |
| Board Approval | | |
| Pick-up by Contractor | | |
| Copy to Auditor | | |
| | | Auditor records updated by: _____ Date: _____ |

**County of El Dorado
Property Transfer Request**

Surplus **Trade-In** **Inter-Department Transfer**

| | | | |
|--|------------------------|-------------------------|------|
| Transfer from index code: 242222 | | Transfer to index code: | |
| Department: Search and Rescue | | Department: | |
| Approved (Dept Head) <i>[Signature]</i> | Date <i>5-24-18</i> | Approved (Dept Head) | Date |

Specific location (address): South Lake Tahoe - Search and Rescue Facility

Where in facility?

| | |
|---------------------------------------|-------------|
| First contact person: Greg Almos | Phone: |
| Second contact person: Sarah Todoroff | Phone: 5657 |

| Cty Tag # | Description | Serial/VIN # | Condition |
|-----------|-------------|-------------------|-----------|
| 107866 | Snowmobile | 4UF15SNW9FT124248 | Salvage |
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| <u>Routing of PTR Form</u> | <u>N/A or Date</u> |
|----------------------------|--------------------|
| Sent to Auditor/Purchasing | <i>6/12/18</i> |
| Posted to Intranet | |
| Board Approval | |
| Pick-up by Contractor | |
| Copy to Auditor | |

| | |
|---|-------|
| Remarks: | |
| <i>Snow mobile caught fire. Please surplus and put up for auction</i> | |
| | |
| Auditor records updated by: | Date: |

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 When processing is complete, form will be separated and distributed as follows: White-Auditor, Yellow-To Dept., Copy-From Dept., Copy-Purchasing