

















County of El Dorado Property Transfer Request			
<input checked="" type="checkbox"/> <b>Surplus</b>		<input type="checkbox"/> <b>Trade-In</b>	
		<input type="checkbox"/> <b>Inter-Department Transfer</b>	
Transfer from index code: 241110		Transfer to index code:	
Department: Sheriff's Office		Department:	
Approved (Dept Head) <i>John D. [Signature]</i>		Approved (Dept Head)	
Date <i>7/18/18</i>		Date	
Specific location (address): 300 Fair Lane, Placerville			
Where in facility? Closet in hallway by Patrol			
First contact person: Laura Lyons		<i>lyonsl@edso.org</i>	
		Phone: 621-6529	
Second contact person:		Phone:	

Cty Tag #	Description	Serial/VIN #	Condition
NA	(3) Keyboard trays (underdesk)	NA	fair
NA	Epson Photo PC 7507 Camera w/case	NA	broken
GRN TAG	Kodak Easy share CX7530 Camera w/case	NA	old
NA	(2) HP Ink #23		expired
NA	(2) HP Ink #74 black		expired
NA	(3) HP #75 Tri color		expired
NA	(1) HP Ink #57 Tri color		expired
NA	(2) HP Ink #29 black		expired
NA	(2) HP Ink #78 Tri color		expired
NA	(1) HP Ink #56 black		expired
NA	(1) HP Ink #57 Tri color		expired
NA	(3) Remanufactured Cartridge #29A		expired
NA	Desk Panel 20X44 (light mauve in color)		good
NA	3-Hole punch		old/dirty
NA	4 Pack Micor cassette tapes		new
NA	"Paid in Full" stamp		fair
NA	Small handheld stapler		fair
NA	(4) Lead for mechanical pencils		new
NA	Desktop business card holder		good
NA	Desktop file holder - clear		fair
NA	Drawer file separator / holder		fair

Routing of PTR Form	N/A or Date	Remarks:
Sent to Auditor/Purchasing	<i>7/18/18</i>	
Posted to Intranet	<i>7/18/18</i>	
Board Approval		
Pick-up by Contractor		
Copy to Auditor		
		Auditor records updated by: _____ Date: _____

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