



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT PROPERTY TRANSFER REQUEST LOST/STOLEN/DESTROYED FIXED ASSETS

### INSTRUCTIONS:

For Lost/Stolen/Destroyed Assets, complete Section A, and obtain all necessary signatures. Forward copies of signed, completed form to District Risk Management, and District Purchasing.

For Property Transfer Request, complete Sections A and B, and obtain all necessary signatures. **Please note:** All Property Transfer requests must have three different signatures, including one from the Department Requestor, Authorized Department Administrator/Director, and Fixed Asset recipient, or Warehouse Supervisor/Designee. Forward a copy of completed, signed, and dated form to District Purchasing. If assistance is required to move property, FAX copy to Campus Facilities, Maintenance & Operations, after approval of transfer. For *temporary transfer*, a copy of the signed temporary transfer copy should be forwarded to Purchasing, and a copy retained by releasing Department. Once the item(s) is/are returned to the original loaning Department, a signed copy notating "item(s) returned" should be forwarded to District Purchasing.

### SECTION A

 ATEP

 DISTRICT

 IVC

 SADDLEBACK

Date:	Requested By/ Dept./Phone Ext.:	SOCCCD/Saddleback/IVC Tag ID#, if Known:
Description of Property Item(s) – Include Brand Name/Model/Serial#, if Known:		
Is this a:	<input type="checkbox"/> Lost/Stolen/Destroyed Fixed Asset <input type="checkbox"/> Property Transfer	

### SECTION B

If Property Transfer, is Transfer:	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent		
To Designated:	<input type="checkbox"/> On-Campus Location (ATEP, District, IVC, or Saddleback) <input type="checkbox"/> Off-Campus Location	For Temporary Transfer, Expected Return Date is:	
<b>Move From:</b>	Campus:	Dept/Bldg:	Room:
<b>Move To:</b>	Campus:	Dept/Bldg:	Room:
Off-Campus Address, if Applicable – Include Building and Room Number, if Known (This only applies to items that will be transferred to a location other than ATEP, District, IVC, or Saddleback)			

\_\_\_\_\_  
1. APPROVED BY (SIGNATURE OF AUTHORIZED MANAGEMENT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
2. PROPERTY RELEASED BY (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
3. PROPERTY MOVED BY (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
4. PROPERTY RECEIVED BY (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
5. RETURN OF TEMPORARY TRANSFER ACKNOWLEDGED (SIGNATURE)

\_\_\_\_\_  
DATE