Property Addition/Transfer/Disposal Request

Requested By	Phone Extension	Date of Request
Description of Property Item(s) – include Brand Name and Model: (Attach list if necessary)		
Property added to: College	Dept./Bldg.	
Transferred From: College	Dept./Bldg.	
Off Campus Address, if applicable:		
1. Approved By: 2. Property Released By: 3. Property Moved By: 4. Property Received By: 5. Return of temporary transfer acknowledged:	Data:	
Disposal/Surplus of Property		
Disposal/Surplus by: College	Room	#:
State reason why property is being disposed/surplused (i.e. Theft, no longer needed, traded in):		
(If a Theft and Loss, report must be filed with Campus Police.)		

Instructions: Fill out this request when adding, transferring or disposing of college property. Obtain appropriate signatures and keep a copy for your records. A copy must also be forwarded to Purchasing Department. Material will not be picked up without this request. Please allow sufficient time for the scheduling of this request as it applies to transfers and disposals.

When requesting transfers involving mainframe terminals or PC's, an authorized signature from Computing Services must be obtained or the request will not be honored.