



**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.

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.

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:	
Move From:	Campus:	Dept/Bldg:	Room:
Move To:	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