



**SOUTH PUGET SOUND COMMUNITY COLLEGE
EQUIPMENT TRANSFER/
SURPLUS PROPERTY FORM**

This form to be completed for "State Tagged" property only

This section to be completed by the originator

Requested by: _____ Dept/Div: _____ Date: _____

Dept/Div Approval: _____ Date: _____

Item Description: _____

Location (Building/Room): _____ State Tag #: _____

Model #: _____ Serial #: _____

To Be Surplused: Yes: _____ No: _____ Dept/Div to Receive Sale Proceeds: _____

Reason to Surplus: _____

This Section to Be Completed for Transferred Property Only

Item Removed From Original Location By: _____ Date: _____

Original Location (Building/Room): _____

New Location (Building/Room): _____

New Department/Division: _____

Item Received In New Location By: _____ Date: _____

This Section to Be Completed for Surplus Property Only

Item Removed From Original Location By: _____ Date: _____

Item Cleared by IT (Computer hard drive): _____ Date: _____

Storage Location (Building/Room): _____ Date: _____

Item Sent to State Surplus by: _____ Date: _____

INSTRUCTIONS

This form will be used to document the transfer, including transfer for disposal, of *only* inventorial capitalized and non-capitalized fixed assets (i.e., those containing a State tag).

1. Property Being Transferred to a New User:

- For office computer equipment, coordinate moving of equipment and signature from the Executive Technology Officer (ITS). ITS will move office desktop computers.
- Originator completes items in the first section, marks NO on the sixth line, leaves the seventh line blank, obtains departmental or division approval, and submits one copy to Bldgs. & Grounds to request transfer.
- Upon pickup of the property, Bldgs & Grounds employee completes the first two lines of the second section.
- The next three lines of the second section are completed by the gaining department or division, including signature as a receipt for the property.
- The copy is sent to the Business Office by Bldgs. & Grounds employee after the gaining department signs the form.

2. Property Being Transferred as Surplus:

- If equipment is an office computer, originator will ensure all electronic data files and documents are backed up and removed from the hard drive. Originator will coordinate with ITS for reuse of the computer and/or clearing and verification of data removal from hard drive and obtain signature of Executive Technology Officer of ITS. Originator completes items in the first section, mark YES on the sixth line, indicates Dept/Div to receive sale proceeds, fills in reason to surplus, obtains departmental or division approval, and submits one copy to Bldg. & Grounds to request pickup.
- Second section is left blank.
- Bldgs. & Grounds employee picking up the item signs and dates the first line of the third section and verifies Executive Technology Officer of ITS signature if needed.
- Bldgs. & Grounds employee receiving property enters storage location (building and room), signs and dated third line of the third section, makes a copy of the form and sends to the Business Office.
- Bldgs & Grounds employee sending property to State Surplus, signs and dates the fourth line of the third section, then sends the original copy to the Business Office.