

MCCD FIXED ASSET REASSIGNMENT OR DISPOSAL FORM

PURCHASING/WAREHOUSE/#1980/REVISED, SEPTEMBER 2019

DEPARTMENT _____ DATE _____

LOCATION OF ITEMS AT DEPARTMENT/SITE _____

REQUESTOR _____

SIGNATURE OF DEPARTMENT ADMINISTRATOR: _____

ACTION REQUESTED

- Please Move Furniture/Equipment to MCCD Warehouse
- Please Omit from Inventory
- Please move to new Location & Update Inventory
- Temporary move of Furniture/Equipment
- Property has been stolen. A police report has been filed.
- Equipment is available for reassignment
- Additional Instructions

Pick up Date _____ Return Date _____

Move From: _____

New Location: _____

Contact: _____

Requestor Phone or Ext.# _____

This form must be attached to any or all of the following forms: MCCD Surplus Equipment List

COPY TO: PURCHASING AND REQUESTOR

COPY TO: REMAIN WITH EQUIPMENT

Transfer of items between department/division/office should be agreed to both department administrator any temporary transfers of items which exceed thirty days are considered permanent and to be reported to the Purchasing Manager

Items with an original cost over \$200.00, shall not be disposed of unless approved by the department administrator and or the Purchasing Manager. Items that originally cost less than \$200.00 may be disposed of locally at the discretion of the department administrator, Records must be kept documenting the details of the disposal. Under no circumstances are items to be given away or sold to students, staff or others.

To facilitate moving, please summarize the quantity and description of what has to be moved on the ITEM DESCRIPTION FORM

If moving equipment of value to MCCD warehouse or between campus sites please complete the attached EXCESS EQUIPMENT LIST including the MCID tag numbers serial numbers and descriptions.

If disposing equipment, please complete the attached SURPLUS EQUIPMENT LIST with as much information as possible, such as MCID tag numbers, serial numbers, description and condition of items. Please Note if the original cost was in excess of \$200.00.

