

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Transfer of College/District Equipment

Purpose: In order for the District Purchasing/Warehouse Services Department to be able to assist you in the transfer of equipment from your department, this procedure has been developed.

Procedure: All requests **must** be completed on this “Transfer/Equipment Form”. Please be sure to keep the “white” copy of the Form for your records. This is an important document in the event you need to track or follow-up on the transfer of equipment. Moreover, for additional Forms, please contact your Vice President of Business Services for your College.

Step 1. This Form must be completed. If information is missing it may be returned to you to complete the missing data, thereby delaying the transfer of the equipment.

Furthermore, on the Form please be aware of sections that are identified as “Mandatory” and therefore must be completed.

- A. Date **Mandatory.** Date which form was completed.
- B. Quantity Please enter the number of items to be transferred.
- C. Description **Mandatory.** Describe what the item(s) are e.g., metal desk, lateral file cabinet, computer monitor. Please be specific.
- D. Serial #/VIN # **Mandatory.** This information is usually listed on the side or underneath the equipment.
- E. Bar Code # **Mandatory.** The Asset Tag is usually on the side of the piece of equipment.
- F. Location/Room # **Mandatory.** Area where equipment is to be transferred from & Room Number.
- G. Location Transferred **Mandatory.** Area where equipment is to be transferred to & Room Number.

Step 2. After you have completed the form, please submit to District Purchasing Manager.

If you have any questions or concerns about this policy, please contact the District Purchasing Manager at extension 5233.

Thank you for your assistance and cooperation.