

**IMPERIAL VALLEY COLLEGE  
TRANSFERRED/SURPLUS PROPERTY FORM**

<hr/>	<hr/>		
Date	Item Name		
<hr/>	<hr/>		
Tag #	Serial #	Model	
<hr/>	<hr/>	<hr/>	
Department		Room	
<hr/>		<hr/>	
Department Head Signature		Ext	
<hr/>		<hr/>	
Department Transferred to		Room	
<hr/>		<hr/>	
Person Transferred To		Room	
<hr/>		<hr/>	
	<hr/>	<hr/>	
	For trade In	For Transfer	For Surplus

Please indicate condition of the equipment:

<hr/>	<hr/>	<hr/>
Working	Needs Repair	Can not be repaired

Specific Problem

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**FOR PURCHASING DEPARTMENT USE ONLY**

Included in Board Meeting Surplus Report Date: 

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Bone yard

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Warehouse

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Container

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Donated To

**NOTE**

**For technology items, computer, monitors, printers, etc. submit a ticket through the Service Desk; IT will pick up the item(s). Please have a form fill out for each item.**

**For non-technology items, please fill out this form and attach it to the item(s) before it is delivered to the Purchasing Department**

Revised 8/7/2013