Property Disposition Transfer Form

Processing steps:
1. Identify WCC property no longer needed
2. Inspect for asset tags when appropriate
3. Complete all sections of this form and have it signed by the Executive Administrator
4. Email a copy of the completed form to property.dispo@wccnet.edu
5. Attach the completed form to the item(s)

Generating Org.# _____

Quantity: _____

Item Description:

_____

_____

_____

Condition:
Works ☐   Does not work ☐   What is wrong with it? What is its value?

_____

_____

_____

List any Asset Tag Numbers:
Serial Number(s): _____
WCC's Fixed Asset #: _____
Federal/ Perkins #: _____
Facilities Mgt.'s FAMIS EQU #: _____

Last known location of the above item(s): _____

Person requesting the transfer: _____ **Phone#** _____
(Print Name)

Executive Administrator of the person requesting the transfer:

_____
(Print Name)

Executive Administrator: _____ **Date:** _____
Approving Signature