

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

Date		Item Name
Tag #	Serial #	Model
Department		Room
Department Head Signature		Ext
Department Transferred to		Room
Person Transferred To		Room

Please attach this form to the equipment being transferred/surplus and send a copy to the Purchasing Department

For trade In For Transfer For Surplus

Condition of the equipment:

Working Needs repair Cannot be repaired

Specific Problem _____

FOR PURCHASING DEPARTMENT USE ONLY

Included in Board Meeting Surplus Report Date: _____

Bone yard _____
Warehouse _____
Container _____
Donated To _____

Revised 9/10 bk