



## How to Submit Items/Equipment for Surplus or Disposal

If an asset is ready to be placed in surplus, or if an asset with a tag is being moved to another location, a Transfer/Disposal form must be completed.

**Step 1:** Complete the Transfer/Disposal form. Please fill in the following fields:

- Campus
  - Department
  - Date
  - Select the type of transfer box (check one box only)
  - Name of Equipment
  - New Tag Number (Current tag) –
  - Old Tag Number (Any other tags on the asset) –
  - Serial Number
  - From – FMS Campus, Bldg #, Room #
  - To – FMS Campus, Bldg #, Room # (Surplus is DS, 2, 126)
  - Equipment Released by: Signature, legibly Printed Name and Date to be completed by the *department head.*
  - Equipment Accepted by: Signature, legibly Printed Name and Date - to be completed only by the Surplus Warehouse personnel (If no tag numbers are on the transfer/disposal form), or left blank (IF tag numbers are on
- Not all items will have tags or serial numbers, if not available, leave blank.*

**Step 2:** Take completed form to the Receiving warehouse on campus with item(s) to be taken to surplus. If you are unable to take the item(s) to the Receiving warehouse, submit a [Facility Help Desk Ticket](#). Please use CC or copy [lance.miller@paradisevalley.edu](mailto:lance.miller@paradisevalley.edu) on all help desk requests for items that need to be picked up.

It is the responsibility of campus staff to ensure that assets and other items being delivered are correctly stated on the Transfer Disposal form.

Any Transfer/Disposal forms that are not completed will be returned to the department for corrections.

Once the campus submits a completed Transfer/Disposal form Capital Assets will transfer the asset from the Campus Inventory to Surplus in FMS.

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
Transfer/Disposal Form**

REPORT OF EQUIPMENT TRANSFER AND/OR DISPOSAL FORM  
(INCLUDING EXTERNAL DONATION TO A PUBLIC SCHOOL OR SCHOOL DISTRICT)

To: Capital Asset Accounting, District Office

From Campus: PVCC

Department:

Date:

**Please Check One:**  Location Transfer  Re-tag  Surplus  Replacement  Destroyed-Trashed  Destroyed-Scrapped  Stolen  External Donation\*

Name of Equipment	New Tag Number	Old Tag Number	Serial Number	-----From-----			-----To-----		
				Campus	Bldg. #	Room #	Campus	Bldg. #	Room #
				PV			DS	2	126

Equipment Released By: (Signature)	Equipment Accepted By: (Signature)
Printed Name: Department Head      Date:	Printed Name: DISTRICT SIGNATURE      Date:

\*NOTE: The receiving Public School or School District certifies that this equipment is being used for educational purposes only.  
By signing this inventory Transfer/Disposal Form, the educational institution agrees that they will not dispose of, or transfer this equipment for the period of one year.  
Revised 8.7.17      **Altered Transfer/Disposal Forms will not be accepted**