

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PURCHASING DEPARTMENT

FURNITURE AND NON-INFORMATION TECHNOLOGY EQUIPMENT TRANSFER REQUEST

TRANSFER FROM:	TRANSFER TO:
Requested by: _____ Date: _____ Department _____ College/Site _____ Bldg & Rm _____ Admin Approval: Date: 	Department/Warehouse _____ _____ College/Site _____ Bldg & Rm _____

RSCCD #	DESCRIPTION/BRAND/MODEL	SERIAL #	COMMENTS

Moved by: _____ Date: _____ Received by: _____ Date: _____

- Instructions:**
- 1) This form is to be used for the furniture and equipment that **does not** contain a hard drive or internal memory that may contain sensitive information
 - 2) Complete form by filling in all but the shaded areas
 - 3) Print the completed form
 - 4) Obtain the appropriate administrator's signature
 - 5) Forward the form to District Warehouse Operations for processing
 - 6) Warehouse staff forwards to Custodial Department authorizing relocation of items
 - 7) Retain a copy for files

Note: Requestor's Custodial Department is responsible for physically moving items within the site and to surplus upon authorization from District Warehouse. District Warehouse staff are responsible for physically moving surplus items from District Warehouse to requestor.