MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
Transfer/Disposal Form

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

TO: **Property Accounting Department, District Office**

FROM: **Campus:** **Department:** **Date:**

Please Circle One: Location Transfer | Trade-In/ Replacement | Surplus | Trashed | Cannibalized | Destroyed/ Damaged | Computer Repair | External Donation*

Name of Equipment	New Tag Number	Old Tag Number	Serial Number	From:			To:		
				Campus	Bldg. #	Room #	Campus	Bldg. #	Room #

Equipment Released By:	Equipment Accepted By:
Printed Name: Date:	Printed Name: 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.