**Instructions:**

For Lost/Stolen/Destroyed Assets, complete Section A, and obtain all necessary signatures. Forward copies of signed, completed form to District Risk Management, and District Purchasing.

For Property Transfer Request, complete Sections A and B, and obtain all necessary signatures. Forward a copy of completed, signed, and dated form to District Purchasing. If assistance is required to move property, FAX copy to Campus Facilities, Maintenance & Operations, after approval of transfer. For temporary transfer, a copy should be retained by releasing Department, signed “received,” when property is returned, and signed copy forwarded to District Purchasing.

**SECTION A**

- [ ] ATEP
- [ ] DISTRICT
- [ ] IVC
- [ ] SADDLEBACK

<table>
<thead>
<tr>
<th>Date:</th>
<th>Requested By/ Dept./Phone Ext.:</th>
<th>SOCCCD/Saddleback/IVC Tag ID#, if Known:</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

Description of Property Item(s) – Include Brand Name/Model/Serial#, if Known:

Is this a:
- [ ] Lost/Stolen/Destroyed Fixed Asset
- [ ] Fixed Asset Property Transfer

**SECTION B**

If Property Transfer, is Transfer:
- [ ] Temporary
- [ ] Permanent

To Designated:
- [ ] On-Campus Location (ATEP, District, IVC, or Saddleback)
- [ ] Off-Campus Location

For Temporary Transfer, Expected Return Date is:

Move From:
- Campus:
- Dept/Bldg:
- Room:

Move To:
- Off-Campus Address, if Applicable – Include Building and Room Number, if Known (This only applies to items that will be transferred to a location other than ATEP, District, IVC, or Saddleback)
- Campus:
- Dept/Bldg:
- Room:

1. APPROVED BY (SIGNATURE OF AUTHORIZED MANAGEMENT) DATE
2. PROPERTY RELEASED BY (SIGNATURE) DATE
3. PROPERTY MOVED BY (SIGNATURE) DATE
4. PROPERTY RECEIVED BY (SIGNATURE) DATE
5. RETURN OF TEMPORARY TRANSFER ACKNOWLEDGED (SIGNATURE) DATE