

**COUNTY OF SAN DIEGO
Department of Purchasing and Contracting**



TRANSFER OR DISPOSITION OF MINOR EQUIPMENT

Contract #:
Contractor:
Program:
COR:
Signature:

CONTROL NO.
(Assigned by Property Disposal)

1 PROPERTY NO. INVENTORY TAG NO.	2 ACQ. DATE	3 DESCRIPTION <i>Indicate condition of items (good, fair, poor, working, broken, etc...)</i>	4 SERIAL NO. LISTING NO.	5 NEW LOCATION CODE (DEPARTMENTAL TRANSFER)	6 ITEM QUANTITY
IT items only Non IT items only					

7 TRANSFERRING, LENDING OR REMOVING DEPT. HHSA / BHS	8 ORG. NO. 45290	12 PROPERTY DISPOSAL or RECEIVING DEPT. Purchasing and Contracting	13 ORG. NO. 81665
9 PRINTED NAME OF APPROVING OFFICER	10 DATE	14 PRINTED NAME OF APPROVING OFFICER	15 DATE
11 SIGNATURE		16 SIGNATURE	
NATURE OF REQUEST <input type="checkbox"/> SALE, SALVAGE OR OTHER DISPOSAL VIA P&C PROPERTY DISPOSAL <input type="checkbox"/> INTER-DEPARTMENTAL TRANSFER <input type="checkbox"/> DEPARTMENTAL MINOR EQUIPMENT TRACKING <input type="checkbox"/> LOAN OF PROPERTY <input type="checkbox"/> RETURN OF LOANED PROPERTY <input type="checkbox"/> MOBILE DEVICE RECYCLING (SUPPLEMENTAL REQUIRED) <input type="checkbox"/> OTHER			

INITIATING DEPARTMENT REMARKS
(Special note: All sensitive & county operational materials have been physically removed or scrubbed from the appropriate items listed above.)

SENDER'S INFORMATION:	EQUIPMENT LOCATION:
CONTRACTOR STAFF: PHONE: EMAIL:	ADDRESS:
RECEIVER'S INFORMATION: (TRANSFERS ONLY)	
CONTRACTOR STAFF: PHONE: EMAIL:	RECEIVING COR SIGNATURE: DATE:

PROPERTY DISPOSAL OR RECEIVING DEPARTMENT REMARKS:

I CERTIFY THAT HHSA GAVE IT VENDOR ALL LISTED IT ITEMS ABOVE FOR DOD WIPE. IT VENDOR EMPLOYEE PLEASE SIGN, PRINT YOUR NAME & DATE RECEIVED BELOW.

PICKED UP BY SIGNATURE: _____ NAME PRINTED: _____ DATE PICKED UP: _____

FOR IT TRANSFERS ONLY

SIGNATURE WHEN DOD WIPE IS COMPLETED AND RETURNED: _____ NAME PRINTED: _____ DATE _____

WIPE CERTIFICATION