

Valencia Community College Property Control Form

Requestor: _____ Mail Code: _____ Ext: _____

VCC Number: _____ Serial Number: _____

Item Description: _____

Initial Cost \$ _____ Date Purchased: _____

From Location: Campus _____ Building _____ Room _____ Custodian _____

Action Requested: Check only one.

1) Relocate item to:

Campus _____ Building _____ Room _____ Custodian _____

If the equipment is already relocated, check this box

2) Personal Property on Campus Request (Custodian assumes all responsibility.)

3) College Property off Campus Request (Custodian accepts all responsibility.)

Checkout Date: _____ Time: _____ Return Date: _____ Time: _____

4) Delete from Property Records for **one** of the following reasons:

___ Missing* ___ Stolen* ___ Obsolete ___ Surplus ___ Economically Un-repairable ___ Trade-in**

*Missing or stolen items must have a Security/Police report attached to this form.

**Items to be traded in must be approved by the Board in advance.

If the equipment is to be included in the Dell Buy Back process, check this box.

Requestor Signature: _____ Dated: _____

Supervisor Signature: _____ Dated: _____

Property Management Office: _____ Dated: _____

Administrative / Financial Services: _____ Dated: _____

Approval to 1) Relocate Campus to Campus, 4) Delete from Property Records

VP Administrative Services / AVP Financial Services

Board Approval Date: _____

Note: Submit all 3 NCR copies (white, yellow and pink) to the Property Management Office, MC 4-36, for processing.
The pink copy will be returned to the Requestor after approval. Tape the pink copy to the item to be 1) Relocated or 4) Deleted.
Requestor keeps pink copy for 2) Personal Property on Campus Request or 3) College Property off Campus Request.