



# Property Disposition Transfer Form

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**Processing steps:**

1. Identify WCC property no longer needed
2. Inspect for asset tags when appropriate
3. Complete all sections of this form and have it signed by the Executive Administrator
4. Email a copy of the completed form to [property.dispo@wccnet.edu](mailto:property.dispo@wccnet.edu)
5. Attach the completed form to the item(s)

**Generating Org.#** \_\_\_\_\_

**Quantity:** \_\_\_\_\_

**Item Description:**

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**Condition:**

Works  Does not work  What is wrong with it? What is its value?

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**List any Asset Tag Numbers:**

Serial Number(s): \_\_\_\_\_  
WCC's Fixed Asset #: \_\_\_\_\_  
Federal/ Perkins #: \_\_\_\_\_  
Facilities Mgt.'s FAMIS EQU #: \_\_\_\_\_

**Last known location of the above item(s):** \_\_\_\_\_

**Person requesting the transfer:** \_\_\_\_\_ **Phone#** \_\_\_\_\_  
(Print Name)

**Executive Administrator of the person requesting the transfer:**

\_\_\_\_\_  
(Print Name)

**Executive Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Approving Signature