



**COUNTY OF SAN DIEGO**  
**Department of Purchasing and Contracting**  
**TRANSFER OR DISPOSITION OF MINOR EQUIPMENT**

IT items only -  
Supplemental Required

**CONTROL NO.:**  
(Assigned by Property Disposal)

Non IT items only

1 PROPERTY / INVENTORY TAG NO. (TRANSFERS ONLY)	2 CONDITION NEW, USABLE, BROKEN, OBSOLETE, LE ONLY	3 DESCRIPTION - <div style="background-color: yellow; padding: 2px;">USE NAMING CONVENTIONS FOR CLARITY -</div>	4 LISTING NO. REQUIRED	5 ITEM QUANTITY	6 NEW LOCATION CODE (TRANSFERS ONLY)
7 TRANSFERRING, LENDING OR REMOVING DEPT.		8 ORG. NO.	12 PROPERTY DISPOSAL or RECEIVING DEPT.		13 ORG. NO.
9 PRINTED NAME OF APPROVING OFFICER		10 DATE	14 PRINTED NAME OF APPROVING OFFICER		15 DATE
11 SIGNATURE			16 SIGNATURE		
<b>NATURE OF REQUEST</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> SALE, SALVAGE OR OTHER DISPOSAL VIA P&amp;C PROPERTY DISPOSAL <input type="checkbox"/> INTER-DEPARTMENTAL TRANSFER <input type="checkbox"/> DEPARTMENTAL DONATION TRACKING</div><div><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</div></div>					
<small>**SPECIAL NOTE FOR ALL COUNTY PROPERTY: IT IS THE DEPARTMENTS RESPONSIBILITY TO ENSURE THAT ALL COUNTY TAGS, SENSITIVE &amp; OPERATIONAL MATERIALS AND INFORMATION HAVE BEEN PHYSICALLY REMOVED OR SCRUBBED FROM THE ITEMS LISTED ABOVE.**</small>					
<b>SENDER'S INFORMATION:</b> CONTRACTOR /STAFF: PHONE: EMAIL:			<b>EQUIPMENT LOCATION:</b> ADDRESS:		
<b>RECEIVER'S INFORMATION: (TRANSFERS ONLY)</b> CONTRACTOR /STAFF: PHONE: EMAIL:			ADDRESS:  RECEIVER/ COR SIGNATURE: DATE:		
<div style="display: flex; justify-content: space-between;"><div>PROPERTY DISPOSAL OR DEPARTMENTAL NOTES: <div style="background-color: yellow; padding: 5px; margin-top: 10px;">ADD CONTRACT AND INTERNAL DEPT INFO HERE -  IF APPLICABLE, OR LEAVE BLANK</div></div><div>CONTRACT #: _____ PROGRAM _____ DEPT. AUTH OR COR SIGNATURE _____</div><div>CONTRACTOR: _____</div></div>					
<b>WIPE CERTIFICATION</b> I CERTIFY THAT DEPT GAVE IT TECH ALL LISTED IT ITEMS ABOVE FOR DOD WIPE. IT VENDOR EMPLOYEE PLEASE SIGN, PRINT YOUR NAME & DATE RECEIVED BELOW. <hr/> <div style="display: flex; justify-content: space-between;"><div>PICKED UP BY SIGNATURE: _____</div><div>NAME PRINTED: _____</div><div>DATE PICKED UP: _____</div></div> <div style="background-color: red; color: black; text-align: center; padding: 5px;"><b>FOR DOD WIPE ONLY: I CERTIFY THAT IT TECH HAS RETURNED ALL ITEMS SENT FOR WIPE &amp; RETURN TO DEPARTMENT FOR DISPOSAL</b></div> <div style="display: flex; justify-content: space-between;"><div>SIGNATURE WHEN DOD WIPE IS COMPLETED AND RETURNED: _____</div><div>NAME PRINTED: _____</div><div>DATE: _____</div></div>					