

**INSTRUCTIONS FOR USE AND PREPARATION OF FORM DPC 203:
TRANSFER OR DISPOSITION OF MINOR EQUIPMENT**
(USE A&C FORM 253 FOR ALL TRANSACTIONS INVOLVING CAPITAL ASSETS)

USE

PROPERTY LOAN OR TRANSFER REQUEST FORM DPC 203 MUST BE USED FOR ALL TRANSACTIONS INVOLVING MINOR EQUIPMENT AS FOLLOWS:

REMOVAL FROM INVENTORY BY SALE, SALVAGE, OR OTHER DISPOSAL VIA DPC PROPERTY DISPOSAL, DEPARTMENTS SHALL USE THIS FORM FOR TRANSACTIONS INVOLVING MINOR EQUIPMENT AS FOLLOWS:

- A. SALVAGE, DISPOSAL AT CONTRACTOR'S LOCATION OR ONSITE, E-RECYCLING, DESTRUCTION OR DONATION
- B. INTER-DEPARTMENTAL TRANSFER
- C. LOAN OF PROPERTY
- D. RETURN OF LOANED PROPERTY
- E. DEPARTMENTAL INTERNAL MINOR EQUIPMENT TRACKING (ACQUISITION; UPDATES OF LOCATION CODES, SERIAL NUMBERS, DESCRIPTIONS, ADJUSTMENT IN INVENTORY VALUE, LOST OR STOLEN PROPERTY; CORRECTIONS; ETC.)

DISPOSING, TRANSFERRING, OR LENDING DEPARTMENTS ACTIONS FOR PROPERTY DISPOSAL

THE INITIATING DEPARTMENT FOR TRANSFER, LENDING, SALE, SALVAGE, OR OTHER DISPOSITION WILL:

- A. COMPLETE THE 203 FORM - ONE LINE PER ITEM, LIKE ITEMS MAY BE GROUPED TOGETHER. I.E. MONITORS, VARIOUS BRANDS
- B. TAKE PICTURES OF THE ITEMS - LIKE ITEMS MAY BE GROUPED TOGETHER OR IF THE ITEMS ARE IDENTICAL, A SINGLE PICTURE WILL SUFFICE FOR THE GROUP
- C. POST ALL ITEMS ON THE REUTILIZATION SITE FOR A MINIMUM OF FIVE (5) BUSINESS DAYS
- D. AT THE END OF THE POSTING PERIOD, UPDATE THE 203, IF NEEDED, AND SUBMIT THE 203 & PICTURES TO:
PROPERTYDISPOSAL.CA@SDCOUNTY.CA.GOV

TO COMPLETE THE 203 FORM:

THE DPC 203 FORM IS AN ELECTRONIC FILLABLE FORM THAT ALLOWS END USERS TO FILL OUT, SIGN AND FORWARD THE FORM FOR PROCESSING. ADDITIONAL FIELDS HAVE BEEN ADDED TO ENCOMPASS THE NEEDS OF MULTIPLE DEPARTMENTS.

IF A FIELD DOES NOT APPLY TO THE REQUESTING DEPARTMENT, LEAVE IT BLANK.

- **CONTROL No.** - ASSIGNED BY PROPERTY DISPOSAL DURING PROCESSING. LEAVE BLANK.

THE PROPERTY/INVENTORY FIELDS SECTION – 1 - 6

- 1. PROPER No OR INVENTORY TAG No.** THIS FIELD IS FOR DEPARTMENTS' INTERNAL TRACKING OF ITEMS ONLY. THIS FIELD DOES NOT AFFECT PROPERTY DISPOSAL.
- 2. ACQUISITION DATE.** IF PROPERTY HAS A DATE OF PURCHASE, THIS FIELD MAY BE USED TO TRACK IT FOR DEPRECIATION PURPOSES. IF THIS INFORMATION IS UNKNOWN OR UNNEEDED, LEAVE BLANK.
- 3. DESCRIPTION & RADIO BUTTONS.** THE RADIO BUTTONS INDICATE IF THE PROPERTY IN QUESTION IS IT OR NON-IT ITEMS. IF IT ITEMS, I.E. PHONES, LAPTOPS, IPADS, TABLETS, ETC. WITH A HARDDRIVE AND PASSWORD TO OPERATE, THE IT SUPPLEMENTAL SHALL BE ATTACHED. ITEMS LISTED ON THE IT SUPPLEMENTAL, SHALL BE COUNTED ON THE 203.
DESCRIPTION IS USED TO PROVIDE DETAIL OF THE ITEMS TO BE DISPOSED. THIS IS A REQUIRED FIELD.
- 4. LISTING No.** THIS IS THE RE-UTILIZATION NUMBER THAT WAS ASSIGNED TO YOUR LISTING. THIS IS A REQUIRED FIELD, UNLESS WAIVED. MOBILE DEVICES AND ITEMS BEING DONATED MAY BE WAIVED FOR POSTING. PLEASE CHECK WITH PROPERTY DISPOSAL.
- 5. ITEM QUANTITY.** INDICATE THE NUMBER OF EACH ITEM LISTED HERE. THIS IS A REQUIRED FIELD
- 6. NEW LOCATION CODE.** THIS FIELD IS FOR INTER-DEPARTMENTAL TRANSFERS ONLY. LEAVE THIS FIELD BLANK IF SENDING FORM TO PROPERTY DISPOSAL. IF TRANSFERRING ITEMS TO ANOTHER DEPARTMENT, PROPERTY DISPOSAL DOES NOT NEED A COPY AND A CONTROL NUMBER IS NOT ASSIGNED.

REQUESTING DEPARTMENT - FILLS OUT FIELDS 7 -11 ABOUT THE REQUESTOR

- 7. GROUP AND TRANSFERRING, LENDING OR REMOVING DEPARTMENT.** THIS IS THE GROUP THE DEPARTMENT BELONGS TO AND THE DEPARTMENT / DIVISION THE REQUEST IS FOR. THIS IS A REQUIRED FIELD

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8. **ORG. NO.** THIS IS THE LOW ORG NUMBER FOR THE DIVISION/UNIT THE REQUESTOR IS SUBMITTING FOR. THIS IS A REQUIRED FIELD.
9. **PRINTED NAME OF APPROVING OFFICER.** THIS IS THE NAME OF THE AUTHORIZED SIGNOR FOR THE LOW ORG. LISTED. THIS IS A REQUIRED FIELD.
10. **DATE.** THIS IS THE DATE THE FORM WAS FILLED OUT FOR SUBMISSION TO PROPERTY DISPOSAL. THIS IS A REQUIRED FIELD.
11. **ELECTRONIC SIGNATURE OF THE AUTHORIZED SIGNOR FOR THE LOW ORG.** DO NOT LOCK THE FORM WHEN SIGNING. THIS IS A REQUIRED FIELD.

RECEIVING DEPARTMENT – FILLS OUT FIELDS 12-16 – REQUESTING DEPARTMENTS LEAVE THIS BLANK

12. **PROPERTY DISPOSAL OR RECEIVING DEPARTMENT.** WHEN SUBMITTING THE 203 FORM FOR ANY REASON TO PROPERTY DISPOSAL, THE FIELD SHALL READ PROPERTY DISPOSAL. OTHERWISE, THE DEPARTMENT RECEIVING TRANSFERRED ITEMS SHOULD BE LISTED HERE. THIS IS A REQUIRED FIELD.
 13. **ORG. NO.** THIS IS THE LOW ORG FIELD FOR EITHER PROPERTY DISPOSAL OR THE RECEIVING DEPARTMENT. **PROPERTY DISPOSAL LOW ORG IS 81645.** THIS IS A REQUIRED FIELD.
 14. **PRINTED NAME OF APPROVING OFFICER.** THIS WILL BE THE ANALYST OR MANAGER FOR PROPERTY DISPOSAL OR THE APPROVED SIGNOR FOR THE RECEIVING DEPARTMENT. THIS IS A REQUIRED FIELD.
 15. **DATE.** DATE SIGNED BY PROPERTY DISPOSAL OR THE RECEIVING DEPARTMENT. THIS IS A REQUIRED FIELD.
 16. **ELECTRONIC SIGNATURE OF THE APPROVING OFFICER.** FORM WILL BE LOCKED AT SIGNING. THIS IS A REQUIRED FIELD.
- **NATURE OF REQUEST.** CHECK BOXES DETERMINE THE REQUESTOR'S DISPOSITION. THIS IS A REQUIRED FIELD.
 - **INITIATING DEPARTMENT REMARKS.** USE THIS FIELD IF A CERTIFICATE OF DESTRUCTION IS NEEDED OR REQUIRED FOR YOUR ITEMS. FILL IN THE REQUESTOR'S EMAIL.
 - **SENDER'S INFORMATION.** ADDRESS WHERE THE ITEMS ARE LOCATED. THIS MAY NOT BE THE REQUESTOR'S LOCATION.
 - **RECEIVER'S INFORMATION.** LOCATION WHERE ITEMS ARE TO BE TAKEN. THIS IS FOR INTERNAL TRANSFERS ONLY. ITEMS BEING MOVED BETWEEN CONTRACTS WILL HAVE THE RECEIVING COR SIGN AND RETURN A COPY.
 - **PROPERTY DISPOSAL/RECEIVING DEPARTMENT REMARKS.** NOTES BOX FOR MEMORIALIZING ADDITIONAL INFORMATION THAT MAY BE REQUIRED INTERNALLY FOR DEPARTMENTS OR EXTERNALLY FOR MOVERS/AUCTION EMPLOYEES.
 - **WIPE VERIFICATION BOXES**
 - SIGNATURE CERTIFICATION THAT A DOD HARD DRIVE WIPE WAS PERFORMED AND BY WHOM.
 - FOR IT TRANSFERS ONLY. SIGNATURE CERTIFICATION THAT A DOD HARD DRIVE WIPE WAS PERFORMED AND BY WHOM.