

**INSTRUCTIONS FOR USE AND PREPARATION OF FORM DPC-203
DISPOSITION OF MINOR EQUIPMENT
(USE FORM A/C-253 FOR ALL CAPITAL ASSETS)**

USE OF THE FORM:

Property Disposition Request DPC Form-203 shall be used for all transactions for the proper disposition involving minor equipment in accordance with Sections 419 through 422 of the Administrative Code of the County of San Diego as follows:

Departments shall utilize this form for the proper removal and disposition of all minor equipment from said departments physical inventory. All requests must have the proper approval from DPC-Property Disposal prior to the removal or disposition of any equipment.

The form shall be used for the removal or disposition involving minor equipment as follows:

- a) Sale, salvage, or other method of disposition, such as an auction in compliance with California Civil Code 1812.600, et seq.
- b) Donation to the Futures Foundation (Supplemental documentation required)
- c) Donation to an outside agency or non-profit organization under the provisions of the Internal Revenue Code, 26 U.S.C. 501 (c) (3). (Donation letter required)
- d) Donation to Agencies located within San Diego County. (Donation letter required)
- e) Mobile Device Disposition/Recycling. (Supplemental documentation required)
- f) Onsite Disposition. (Supplemental documentation required)
- g) Onsite Destruction/Disposal. (Supplemental documentation required)
- h) Other disposition method not meeting any of the above descriptions: Identify the disposition type.

DISPOSING DEPARTMENTS ACTION FOR PROPERTY DISPOSITION:

Requesting Departments Shall:

- a) Post all usable items to the County Reutilization site for no less than five (5) business days before starting the request for a Control Number.
- b) After the five (5) day period on the site, and the item hasn't been requested for reutilization from another internal department the requestor shall move forward with the completion and submittal of DPC Form-203 by filling out the form, one line per like item, grouping like items together using the appropriate naming conventions.
- c) Take pictures of all the items – pictures are for both risk mitigation and to allow the transportation contractors the ability to visualize the amount of proper space required for transportation and storage. Note: these are **not** the same pictures used for the reutilization site posting.
- d) Submit the DPC Form-203 form, update it as needed, include pictures and any other documentation to: PROPERTYDISPOSAL.CA@SDCOUNTY.CA.GOV

INSTRUCTIONS ON HOW TO COMPLETE THE DPC FORM-203:

The DPC Form-203 form is an electronic fillable PDF form that allows the end users the ability to fill out, sign and submit the form for processing. Additional fields have been added to the form to encompass the needs of multiple departments. If a field does not apply to your request, leave it blank.

CONTROL NO. – This number is assigned by DPC – Property Disposal during processing. (Leave blank)

- **RADIO BUTTONS** – Select One:
 - IT Items Only – Supplemental Required
 - Non-IT Items

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THE PROPERTY FIELDS SECTIONS – Fields 1 through 6 ARE REQUIRED FIELDS:

1. **CATEGORY** – Select One: Appliances, Books, Children, Desktop Equipment, Equipment, Furniture, Heavy Equipment, Medical, Office Supplies, Technology OR Vehicles.
2. **CONDITION** – New, Usable, Broken, Obsolete OR LE Only
3. **DESCRIPTION** – Use naming conventions for clarity, consolidate like items. IT items listed on the summary sheet shall be totaled on the DPC Form-203.
4. **LISTING NO. OR N/A** – New/Usable listing number is required. Use N/A for broken, obsolete or LE only items. Supporting pictures are required for broken/obsolete/LE only items.
5. **ITEM QUANTITY** – Indicate the total number of each item here. (Required)
6. **NOTES** – Add additional information on items in this column.

REQUESTING DEPARTMENT – MUST COMPLETE FIELDS 7 through 11:

7. **GROUP AND REQUESTING DEPARTMENT.** This is the Group the requesting department belongs to and the department/division the request is for. This is a required field.
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 REQUESTOR OR AUTHORIZED SIGNOR.** This is the name of the person making the request if other than the authorized signor. This field is required.
10. **DATE.** This is the date the form was filled out for submission to DPC- 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.

DPC-PROPERTY DISPOSAL FILLS IN FIELDS 12 through 16:

12. **PROPERTY DISPOSAL.**
13. **ORG. NO.** Property Disposal Low Org. 81645
14. **PRINTED NAME OF APPROVING OFFICER.** This will be the manager or analyst for DPC-Property Disposal.
15. **DATE.** Date form received by DPC- Property Disposal
16. **ELECTRONIC SIGNATURE OF THE APPROVING OFFICER.** Form will be locked upon signing.
 - **REQUEST FOR DISPOSITION:** Select disposition type determined by department head. This is a required field.
 - **SENDER'S INFORMATION/EQUIPMENT LOCATION:** Requesting department's point of contact information and address where items are physically located. This may not be the requestors' location. Add any special considerations, additional information, and internal approval signatures.
 - **PROPERTY DISPOSAL OR DEPARTMENTAL NOTES:** Add any additional comments. Notate any Contract, Program information, and COR signatures here. Leave blank if not applicable.
 - **WIPE CERTIFICATION BOXES:**
 - **Signature of Tech who received item for DOD Wipe.**
 - **Signature of Tech who returned wiped items to department for disposition.**

ENSURE THAT THE FORM IS COMPLETELY FILLED OUT BEFORE IT IS FORWARDED TO THE AUTHORIZED SIGNOR FOR DEPARTMENT SIGNATURE. DO NOT LOCK THE FORM. SUBMIT WITH OTHER REQUIREMENTS TO: PROPERTYDISPOSAL.CS@SDCOUNTY.CA.GOV