



**COUNTY OF SAN DIEGO**  
**Department of Purchasing and Contracting**  
**TRANSFER OF MINOR EQUIPMENT DPC FORM- 204**  
**INSTRUCTION PAGE**

**USE OF THE FORM:**

Transfer of Minor Equipment DPC Form-204 shall be used for all transactions for the proper transfer, loan, or reutilization of equipment between County Departments in accordance with Sections 420 thru 422 and 427 of the San Diego County Code of Administrative Ordinances.

**\*INTERNAL DEPARTMENT USE ONLY \*DO NOT SEND TO PROPERTY DISPOSAL UNIT\***

**How to properly fill out and utilize DPC Form-204:**

**STEP 1: Transferring Department Fills Out Columns 1 thru 11:**

- Column 1: Inventory Tag Number: **Note: Only list one tag per line.**
- Column 2: Placement of any notes related to the item as needed or leave blank.
- Column 3: Description Field: Simple names for items using naming conventions for each item.
- Column 4: Item quantity
- Column 5: New Inventory Tag Number: Receiving department's new tag(s) number(s).
- Column 6: New Location Code: New physical location code of received item(s).
- Column 7: Group Dropdown: Transferring department name.
- Column 8: Low Org. Number: Transferring departments low org. number.
- Column 9: Printed name of the authorized signor or requestor, if different.
- Column 10: Date of request
- Column 11: Electronic Signature of Authorized Signor: **Note: Do not lock the form.**

**STEP 2: Fill in the appropriate Disposition Type:**

Disposition Types:

- **Internal Departmental Transfer**
- **Internal Department Donation Tracking**
- **Loan of Equipment**
- **Return of Loaned Equipment**
- **Other - describe.**

**Special Note: Ensure that you remove inventory tags and any additional markings or tags from the transferring department.**

- Step 3: Sending Department Information:**
- a) Sending departments point of contact.
  - b) Senders phone number
  - c) Senders email address
  - d) Address of the sender – equipment location

- Step 4: Receiving Department Information:**
- a) Receiving departments point of contact.
  - b) Senders phone number
  - c) Senders email address
  - d) Address of the receiver – Equipment location
  - e) Receiver/COR signature and date



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**Step 5: Department Notes:**

Add in any internal documentation in this section, including contract and contractor information, departments and program names and additional information as needed or required.

**Step 6: Wipe Certification Section:**

Use this entire section for IT related items with a hard drive that requires the device to be electronically wiped. Leave blank if not applicable to your request.

**Step 7: Process Internally for Inventory Documentation:**

1. Receiving Department must send a completed signed copy of the transfer form to the Transferring Department for proper Records Maintenance Requirements.
2. Both the Transferring and Receiving Departments must file an electronic copy of the transfer document per Internal Department Records Maintenance requirements.