



CONTROL NO. \_\_\_\_\_  
 (Assigned by Property Disposal)

**COUNTY OF SAN DIEGO**  
**Department of Purchasing and Contracting**

**TRANSFER OR DISPOSITION OF MINOR EQUIPMENT**

1	2	3	4	5	6
PROPERTY NO. / INVENTORY TAG NO.	ACQ. DATE	DESCRIPTION	LISTING NO.	NEW LOCATION CODE (DEPARTMENTAL TRANSFER)	ITEM QUANTITY
		<input type="checkbox"/> IT items only <input type="checkbox"/> Non IT items only If salvage, list condition, e.g.: broken, works, etc.			
7 TRANSFERRING, LENDING OR REMOVING DEPT.			8 ORG. NO. 45290	12 PROPERTY DISPOSAL or RECEIVING DEPT.	
9 APPROVED (AUTHORIZED SIGNATURE)			10 DATE	14 APPROVED (AUTHORIZED SIGNATURE)	
11 PRINTED NAME OF APPROVING OFFICER			16 PRINTED NAME OF APPROVING OFFICER		

**NATURE OF REQUEST**

<input type="checkbox"/> SALE, SALVAGE OR OTHER DISPOSAL VIA P&C PROPERTY DISPOSAL	<input type="checkbox"/> LOAN OF PROPERTY
<input type="checkbox"/> INTER-DEPARTMENTAL TRANSFER	<input type="checkbox"/> RETURN OF LOANED PROPERTY
<input type="checkbox"/> DEPARTMENTAL MINOR EQUIPMENT TRACKING	<input type="checkbox"/> MOBILE DEVICE RECYCLING (SUPPLEMENTAL REQUIRED)
	<input type="checkbox"/> OTHER

**INITIATING DEPARTMENT REMARKS**  
 (Special note: All sensitive & county operational materials have been physically removed or scrubbed from the appropriate items listed above.)

<b>Sender's information below:</b> Contract name, # and COR Name: Address of property: Contact Name, phone # and email address:	<b>Transfers only, complete receiver's information below:</b> Contract name, # and COR Name: Address of property: Contact Name, phone # and email address:
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PROPERTY DISPOSAL OR RECEIVING DEPARTMENT REMARKS

I CERTIFY THAT HHS&A GAVE HP ALL LISTED IT ITEMS ABOVE FOR SCRUB. HP EMPLOYEE PLEASE SIGN, PRINT YOUR NAME & DATE RECEIVED BELOW.

CERTIFIED BY SIGNATURE : \_\_\_\_\_ NAME PRINTED : \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

SIGNATURE WHEN HP SCRUB COMPLETED: \_\_\_\_\_ NAME PRINTED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

Form DPC 203 (Rev 12/9/2015)  
 DIST.: NO. 1 - DISPOSING or TRANSFERRING DEPT. ; NO.2 - P&C PROPERTY DISPOSAL or RECEIVING DEPT

## INSTRUCTIONS FOR USE AND PREPARATION OF FORM DPC 203

(USE A&C FORM 253 FOR ALL TRANSACTIONS INVOLVING CAPITAL ASSETS).

(PLEASE TYPE OR PRINT CLEARLY WHEN PREPARING THIS FORM).

### USE

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

A. REMOVAL FROM INVENTORY BY SALE, SALVAGE, OR OTHER DISPOSAL VIA P&C PROPERTY DISPOSAL

DEPARTMENTS MAY OPTIONALLY USE THIS FORM FOR TRANSACTIONS INVOLVING MINOR EQUIPMENT AS FOLLOWS:

A. INTER-DEPARTMENTAL TRANSFER

B. LOAN OF PROPERTY

D. RETURN OF LOANED PROPERTY

E. DEPARTMENTAL 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 DEPARTMENT'S ACTION

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

A. COMPLETE:

(1) PROPERTY NUMBER (ITEM 1) [REQUIRED]

(2) ACQUISITION DATE (ITEM 2)

(3) DESCRIPTION (ITEM 3) [REQUIRED]

(4) SERIAL OR MANUFACTURING NUMBER (ITEM 4)

(5) INVENTORY AMOUNT (ITEM 6)

(6) DEPARTMENT (ITEM 7) DEPARTMENT NUMBER (ITEM 8), AUTHORIZED SIGNATURE (ITEM 9),  
PRINTED NAME OF APPROVING OFFICER (ITEM 15), AND DATE (ITEM 10) [REQUIRED]

(7) NATURE OF REQUEST (CHECK APPROPRIATE EXPLANATION: GIVE REASON IF "OTHER")

(8) INITIATING DEPARTMENT REMARKS

B. RETAIN ORIGINAL AND FORWARD A COPY TO:

(1) P&C PROPERTY DISPOSAL FOR SALE, SALVAGE, OR OTHER DISPOSAL.

(2) RECEIVING DEPARTMENT FOR ALL TRANSFERS, LOANS, OR RETURN OF LOANED PROPERTY.

NOTE: APPROPRIATE LOCATION CODES CAN BE FOUND IN THE ORACLE FIXED ASSET MODULE

### P&C PROPERTY DISPOSAL; OR RECEIVING OR BORROWING DEPARTMENT'S ACTION

THE RECEIVING DEPARTMENT WILL:

A. COMPLETE:

(1) DEPARTMENT (ITEM 11), DEPARTMENT NUMBER (ITEM 12), AUTHORIZED SIGNATURE (ITEM 13),  
DATE (ITEM 14) AND PRINTED NAME OF AUTHORIZED SIGNATURE (ITEM 16).

(2) PROPERTY DISPOSAL OR RECEIVING DEPARTMENT REMARKS

B. RETAIN ORIGINAL AND FORWARD A COPY TO:

(1) INITIATING DEPARTMENT

(2) CONTRACT AUCTIONEER FOR SALE, SALVAGE, OR OTHER DISPOSAL

### DEPARTMENTAL MINOR EQUIPMENT TRACKING

DEPARTMENTS MAY USE THEIR MINOR EQUIPMENT TRACKING PROCEDURES WHEN USING THIS FORM FOR INTERNAL ACTIONS.