



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

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

**TRANSFER OR DISPOSITION OF MINOR EQUIPMENT**

1 PROPERTY NO. / INVENTORY TAG NO.	2 ACQ. DATE	3 DESCRIPTION	If salvage, list condition, e.g: broken, works, etc.	4 LISTING NO.	5 NEW LOCATION CODE (DEPARTMENTAL TRANSFER)	6 ITEM QUANTITY	
<p><b>Please See Attached Supplemental form for list of Mobile Devices</b></p>							
7 TRANSFERRING, LENDING OR REMOVING DEPT. <b>HHSA BHS</b>				8 ORG. NO. <b>45290</b>	12 PROPERTY DISPOSAL or RECEIVING DEPT. <b>Purchasing &amp; Contracting</b>		13 ORG. NO. <b>81665</b>
9 APPROVED (AUTHORIZED SIGNATURE)				10 DATE	14 APPROVED (AUTHORIZED SIGNATURE)		15 DATE
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<br><input type="checkbox"/> INTER-DEPARTMENTAL TRANSFER<br><input type="checkbox"/> DEPARTMENTAL MINOR EQUIPMENT TRACKING | <input type="checkbox"/> LOAN OF PROPERTY<br><input type="checkbox"/> RETURN OF LOANED PROPERTY<br><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.)

Contract name, # and COR Name:  
 Address of property:  
 Contact Name, phone # and email address:

Contract name, # and COR Name:  
 Address of property:  
 Contact Name, phone # and email address:

**PROPERTY DISPOSAL OR RECEIVING DEPARTMENT REMARKS**

**AUCTIONEER REMARKS**



## 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.