

COUNTY OF SAN DIEGO
Department of Purchasing and Contracting

DISPOSITION OF I.T. MINOR ASSET SUPPLEMENTAL

1 ACQ. DATE	2 DESCRIPTION (BRAND AND MODEL)	3 SERIAL NUMBER	4 GRANT FUNDED? (Y/N)	5 FAIR MARKET VALUE PER EXHIBIT C

NOTE: THIS FORM IS TO BE SUBMITTED TO VENDOR AND RETURNED WITH VALUES TO PROPERTY DISPOSAL (COLUMN 5) FOR EACH ITEM

PROPERTY DISPOSAL OR RECEIVING DEPARTMENT REMARKS: PHOTOS REQUIRED FOR APPROVAL

INSTRUCTIONS FOR USE OF FORM DISPOSITION OF MOBILE DEVICES SUPPLEMENTAL

(USE A&C FORM 253 FOR ALL TRANSACTIONS INVOLVING CAPITAL ASSETS).
(USE A&C FORM 203 FOR ALL TRANSACTIONS INVOLVING MINOR EQUIPMENT).
(PLEASE TYPE OR PRINT CLEARLY WHEN PREPARING THIS FORM).

USE

DISPOSITION FORM DISPOSITION OF MOBILE DEVICES SUPPLEMENTAL MUST BE USED FOR ALL TRANSACTIONS INVOLVING MOBILE DEVICES EQUIPMENT AS FOLLOWS:

A. REMOVAL FROM INVENTORY VIA DPC PROPERTY DISPOSAL

DEPARTMENTS MAY OPTIONALLY USE THIS FORM FOR TRANSACTIONS INVOLVING MOBILE DEVICES 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 OR LENDING DEPARTMENT'S ACTION

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

A. COMPLETE:

(1) ACQUISITION DATE (ITEM 1)

(2) DESCRIPTION, BRAND AND MODEL (ITEM 2) [REQUIRED]

(3) SERIAL OR MANUFACTURING NUMBER (ITEM 3)

(4) GRAND FUNDED, YES OR NO (ITEM 4) [REQUIRED]

(5) VALUE OF THE MOBILE DEVICE PER EXHIBIT C (ITEM5)

B. RETAIN ORIGINAL AND FORWARD A COPY TO:

(1) P&C PROPERTY DISPOSAL FOR DISPOSITION.

DPC PROPERTY DISPOSAL'S ACTION

THE RECEIVING DEPARTMENT WILL:

A. COMPLETE:

(1) PROPERTY DISPOSAL OR RECEIVING DEPARTMENT REMARKS

B. RETAIN ORIGINAL AND FORWARD A COPY TO:

(1) INITIATING DEPARTMENT

DEPARTMENTAL MINOR EQUIPMENT TRACKING

DEPARTMENTS MAY USE THEIR MOBILE DEVICE TRACKING PROCEDURES WHEN USING THIS FORM FOR INTERNAL ACTIONS.