

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## EQUIPMENT TRANSFER RECORD INSTRUCTIONS

The Equipment Transfer Record should be used to record a transfer of equipment (up to 5 items per form) within campus departments, between campus departments and to a different college. This form is to be used for transfers within the Los Rios Community College District only.

### SECTION I. Equipment

- |                     |   |
|---------------------|---|
| 1. Item Description | Give a complete description (i.e. nomenclature, brand name) of transferred item |
| 2. Condition        | Excellent, Good, or Poor  |
| 3. Model Number     | Provide Information   |
| 4. Serial Number    | Provide Information   |
| 5. Asset Tag Number | Provide information, indicate if not applicable                                 |

### SECTION II. Campus Authorization

Check with campus BSO or visit the following webpage address from a LRCC District computer to find the appropriate campus location code at <http://psreports.losrios.edu/Default.htm>

- |                              |                       |
|------------------------------|-----------------------|
| 6. Releasing Department/Area | Campus and Department |
| 7. Acquiring Department/Area | Location Code         |

### **Relocation Equipment Within a Department**

The Department Manager should authorize the relocation of the equipment and forward the Equipment Transfer Record to his/her Vice President of Administration for final approval. The form should be sent to the designated campus department with the responsibility to update the equipment profile in the asset management system (AMS). Once the system is updated follow the instructions for the Distribution of Copies.

### **Transferring Equipment Between Departments on Same Campus**

The Releasing and Acquiring Department Managers should authorize the equipment transfer and forward the Equipment Transfer Record to his/her Vice President of Administration for final approval. The form should be sent to the designated campus department with the responsibility to update the equipment profile in the asset management system (AMS). Once the system is updated follow the instructions for the Distribution of Copies.

### **Transferring Equipment Between Colleges / Sites**

The Releasing Department Manager should authorize the equipment transfer and forward the Equipment Transfer Record to his/her Vice President of Administration for release approval. The Acquiring Department Manager should authorize the transfer and forward the form to his/her Vice President of Administration for final approval. The form should be sent to the acquirer's designated campus department with the responsibility to update the equipment profile in the asset management system (AMS). Once the system is updated follow the instructions for the Distribution of Copies.

### **Distribution of Copies**

After Vice President of Administration approval, the form should be sent to the acquirer's designated department who has the responsibility to update the equipment profile in the asset management system (AMS). Once the department has updated AMS, they should forward a copy to the Releasing Department, Acquiring Department and a copy retained by the designated department.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

## EQUIPMENT TRANSFER RECORD

### SECTION I. Equipment

1. Item Description		Condition
Model Number	Serial Number	Asset Tag
2. Item Description		Condition
Model Number	Serial Number	Asset Tag
3. Item Description		Condition
Model Number	Serial Number	Asset Tag
4. Item Description		Condition
Model Number	Serial Number	Asset Tag
5. Item Description		Condition
Model Number	Serial Number	Asset Tag

### SECTION II. Authorization

Releasing Department (Campus & Department)		Acquiring Department ( include Location Code)	
Department Requestor (Print Name)		Department Recipient (Print Name)	
Department Manager (Releasing Department)	Date	Department Manager (Acquiring Department)	Date
V.P. Administration	Date	V.P. Administration (required for College Transfers only)	Date

#### FOR CAMPUS USE ONLY -

Equipment Profile Updated in AMS by:

Date:

New Location Code:	1.	2.	3.	4.	5.
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