

**ARIZONA WESTERN COLLEGE
Transfer/Disposal Form**

REPORT OF EQUIPMENT TRANSFER (INCLUDING EXTERNAL TRANSFER), AND/OR DISPOSAL FORM

TO: Purchasing Department

FROM: Campus: Department: Date: _____

Please Circle One: Location Transfer Trade-In/Replacement Surplus/Auction Trashed Cannibalized Destroyed/Damaged Lost/Stolen* External Donation

Other: _____

| Name of Equipment | New Tag Number | Old Tag Number | Serial Number | From: | | | To: | | |
|-------------------|----------------|----------------|---------------|--------|---------|--------|--------|---------|--------|
| | | | | Campus | Bldg. # | Room # | Campus | Bldg. # | Room # |
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| Equipment Released By: | Equipment Accepted By: |
| Printed Name: _____ Date: _____ | Printed Name: _____ Date: _____ |
| Division Chair/Director: | Vice President: |
| Printed Name: _____ Date: _____ | Printed Name: _____ Date: _____ |
| Director of Purchasing: | * New Requisition for Lost/Stolen Asset: |
| Printed Name: _____ Date: _____ | |