

Property Forms Procedure

A **Property Transfer form** MUST be completed and submitted to the iTAC Helpdesk to record any move of computer equipment with a PBCC asset tag. This includes any equipment that is moved from campus to campus OR from room to room. The form is located at <http://intranet.pbcc.edu/allforms.asp>. Go to PROPERTY RECORDS and select REPORT OF INTERNAL TRANSFER OF PROPERTY. The form can also be found on the iTAC's Web page at <http://www.pbcc.edu/x16941.xml>

Sample Form



REPORT OF INTERNAL TRANSFER OF PROPERTY

The following item(s) have been transferred as indicated:

FROM:		TO:	
Department: IT		Department: IT	
Campus: Lake Worth		Campus: Lake Worth	
Site:		Site:	
Room:		Room:	
TC 125		TC 102	

property Record Number (PBCC #)	Name of Item	Description (Include Manufacturer and Serial Number)	CHECK ONE: TRANSFER IS	
			Temp.	Perm.
29102	Dell Optiplex 740	S/N 96QRMG1		X

Thereby certify that the above is true and complete statement of reasons for above request.

Technician Filling Out Request (Please Type) : Laura Feldman	Date: 9-8-09
Signature of Division/Department Chairperson Releasing Property:	Date:
Signature of Division/Department Chairperson Receiving Property:	Date:

INSTRUCTIONS FOR REPORT OF INTERNAL TRANSFER OF PROPERTY

- Do not relocate item (s) until both releasing and receiving signatures fields are complete
- Submit a copy to the Property Records Office at MS # 3 or fax at 561-868-3513. You can also scan a copy of the signed form and email to creazoom@pbcc.edu- If you have any heavy item (s) that need to be moved to another location please contact your campus Facilities department to schedule a pick up

Instructions for filling out the form:

- 1 Complete the top part of the form indicating where the equipment is being moved FROM and TO.

- 2 In the first column enter the asset number which is located on the computer's white tag (example: 29102)
- 3 In the second column enter the description of the asset (example: Dell Optiplex 740)
- 4 In the third column enter the serial number of the PC (example: S/N 96QRMG1)
- 5 In the last column put an "X" in the column for a temporary or permanent move.
- 6 Type your name and date at the bottom of the form, save it as a **Word** document using the following naming convention:

FROM **campus** TO **campus** (example is from **Lake Worth** to **Lake Worth**)

LWLWTC125TC102.doc

FROM **room** TO **room** (example is from **TC 125** to **TC 102**)

- 7 Send the document as an e-mail attachment to helpdesk@pbcc.edu to open a service request.

NOTE: This procedure applies to the IT department and computer equipment only. This needs to be done for ALL computer moves or for ANY computer item that contains a PBCC asset number. For any questions regarding this form, contact Mary Ellen Hahl.