



PimaCountyCommunityCollegeDistrict

Property Control Form

Action Requested: (Select One)

Date: _____

Transfer

Disposal

Stolen

Lost, Damaged or Destroyed

Section 1 – Property Information and Current Location

PCC Number: _____ Purchase Price: _____ Serial Number: _____

Item Description: _____

Campus/Site: _____ Building/Room: _____ Date Available for Pickup: _____

Section 2 – Transfer to Location (Complete for Transfers Only)

Campus/Site: _____ Building/Room: _____ Gaining Custodian: _____

Signature of Losing Custodian

Signature of Gaining Custodian
(For transfer only)

Section 3 – Disposal Information (Complete for Disposal Items Only)

Reason for Disposal:

(Check all that Apply)

Obsolete

No longer required

Broken – Uneconomical to Repair

Other – Please Explain Below

Section 4 – Lost, Stolen, Damaged or Destroyed (Complete for Lost, Stolen, Damaged or Destroyed Items Only)

Please Explain Circumstances Below:

Police report number if stolen: _____

Property Control Use Only

Signature of Property Custodian

Signature of Property Equipment Manager
(required for capital assets)