CONTROLLED PROPERTY DISPOSITION FORM

TRANSACTION: Transfer ☐ Disposal ☐ (Check Appropriate Box)

(A) TRANSFERS

FROM: COST CENTER NUMBER_____ NAME_____
TO: COST CENTER NUMBER_____ NAME_____

Asset No.	Serial No.	Asset Description	Building Location From	To

INITIATING DEPARTMENT HEAD: _____ DATE _____
(signature)
RECEIVING DEPARTMENT HEAD: _____ DATE _____
(signature)
AUDIT NUMBER _____ DATE _____ (By Property Control)

(B) **DISPOSALS**

FROM: COST CENTER NUMBER_____ NAME_____

Asset No.	Serial No.	Asset Description	Building Location From	To

DISPOSITION:
(Circle One)

CC2 Sold
CC3 Stolen/Missing
CC4 Scrapped
CC5 Trade In
CC7 Other (explain)

INITIATING DEPARTMENT HEAD: _____ DATE _____
(signature)
RECEIVING DEPARTMENT HEAD: _____ DATE _____
(signature)
AUDIT NUMBER _____ DATE _____ (By Property Control)

Form BCC/PC2 (revised 11/10/90)

Distribution: 1st Copy-Property Control 2nd Copy-Receiving Dept 3rd Copy Initiating Dept