

# Valencia College Property Control Form

Requestor: \_\_\_\_\_ Mail Code: \_\_\_\_\_ Ext: \_\_\_\_\_

Asset ID: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Description: \_\_\_\_\_

Initial Cost \$ \_\_\_\_\_ Date Purchased: \_\_\_\_\_

From Location: Campus \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_ Custodian \_\_\_\_\_

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**Action Requested: Check only one.**

1)  Relocate equipment to: **If the equipment is already relocated, check this box**

Campus \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_ Custodian \_\_\_\_\_

When relocating equipment with a new custodian, forward this document to the recipient for approval, even if already moved.

2)  Personal Property on Campus Request (Custodian accepts all responsibility)

3)  College Property off Campus Request (Custodian accepts all responsibility)

Checkout Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

4)  Delete from Property Records for **one** of the following reasons:

\_\_\_ Missing\* \_\_\_ Stolen\* \_\_\_ Trade-In\*\* \_\_\_ Disposable\*\*\* Reason {  
    \_\_\_ Outdated  
    \_\_\_ Economically Unrepairable  
    \_\_\_ Other \_\_\_\_\_

\* Missing or stolen equipment requires a Security/Police report.

\*\* Equipment to be traded in must be approved by the Board in advance and trade-in documentation needs to be attached.

\*\*\* Include the reason for being disposed.

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Requestor Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Relocated Property Only)

Property Management Office: \_\_\_\_\_ Dated: \_\_\_\_\_

Financial Services: \_\_\_\_\_ Dated: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

**Note:** Send this completed form to Property Management at [propertymanagement@valenciacollege.edu](mailto:propertymanagement@valenciacollege.edu) or inter-office mail.