

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PURCHASING DEPARTMENT

INFORMATION TECHNOLOGY EQUIPMENT TRANSFER REQUEST
(Servers, Desktops, Laptops, Tablets)

TRANSFER FROM: Requested by: _____ Date: _____ Department _____ College/Site _____ Bldg & Rm _____ Admin Approval: _____ Date: _____	TRANSFER TO ITS: ITS Use Only () Hard drive Removal () Non-applicable () Scrubbing () Other () Re-imaging _____ _____ College/Site _____ Bldg & Rm _____ ITS: _____ Date: _____	TRANSFER TO: Department/Warehouse _____ _____ College/Site _____ Bldg & Rm _____
--	---	--

RSCCD #	DESCRIPTION/BRAND/MODEL	SERIAL #	COMMENTS

- Instructions:**
- 1) This form is to be used for computing equipment containing a hard drive or internal memory
 - 2) Complete form by filling in all but the shaded areas
 - 3) Print the completed form
 - 4) Obtain the appropriate administrator's signature
 - 5) Forward the form to the appropriate ITS Department for your location for processing

Note: ITS is responsible for physically relocating items that will remain in-service or removing items that will be taken out of service, determining cleansing method, and affixing hard drive/memory status labels. Custodial Services is responsible for transporting surplus items from ITS to District Warehouse Operations upon receipt of form from the District Warehouse. Items transported to District Warehouse Operations without a hard drive/memory status label will be rejected.

- 6) ITS to forward the form to District Warehouse Operations
- 7) Retain a copy for files