

GUAM COMMUNITY COLLEGE  
BUSINESS AND FINANCE  
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURE



## TRANSFER OF PROPERTY - ( Internal Transfers ONLY)

Assigned by IMO

Please *forward original* form to **Inventory Management Officer** for property controls and database updates.

JMENT NO. TOPINT-6244

DATE: 01SEPT2006

PURCHASE ORDER NO. \_\_\_\_\_

FROM: INVENTORY MGMT OFFICE  
DEPARTMENT

TO: FACILITY MAINTENANCE  
DEPARTMENT

MATERIALS MANAGEMENT, B&F  
DIVISION

ASD  
DIVISION

PROPERTY NO.	DESCRIPTION	LOCATION	CONDITION CODE	TOTAL VALUE (IF KNOWN)
906409	MicroTek ImageDeck Scanner	P&D to ASD Maint	GOOD	\$549.00 100% depreciated

SAMPLE

USE VALUE CARRIED ON PROPERTY RECORDS

REMARKS (reason for transfer):

This scanner can no longer keep up with P&D demand. Device is still functional. Recycle within GCC campus.

Transferred FROM	Transferred TO
<div style="text-align: center;">_____ <i>Signature</i></div> <div>Name &amp; Official Title: _____ ( Please Print Clearly )</div> <div>Date: ____/____/____</div>	<div style="text-align: center;">_____ <i>Signature</i></div> <div>Name &amp; Official Title: _____ ( Please Print Clearly )</div> <div>Date: ____/____/____</div>