

Washtenaw Community College Property Disposition Transfer Form

Processing steps:

- Complete all fields on this form
- Attach the completed form to the item(s)
- Submit a Facilities Service (my wcc), for Building Maintenance to remove the item for Disposition.

Generating Org.# _____

Quantity: _____

Item Description:

Condition:

Works Does not work What is wrong with it? What is its value?

List any Asset Tag Numbers:

Serial Number(s): _____
WCC's Fixed Asset #: _____
Federal/ Perkins #: _____
Facilities Mgt.'s FAMIS EQU #: _____

Last known location of the above item(s): _____

Person requesting the transfer: _____ **Phone#** _____
(Print Name)

Executive Administrator of the person requesting the transfer:

(Print Name)

Executive Administrator: _____ **Date:** _____
Approving Signature