

NAUGATUCK VALLEY COMMUNITY COLLEGE
PROPERTY DISPOSITION FORM – TRANSFER OUTSIDE NVCC

Submit Form:		NVCC Receiving Department					
Requester's Name:				Title:			
Department:							
Phone Number:				Fax Number:			
Room Number:							
Email Address:							
Transfer To:						Room #:	
Institution:			Street/City/State/Zip:				
Contact:			Telephone #:		Mail Code:		
Coding:	FY	Fund	Org	Program	Account		
Signature:				Date:			
Written Name:							

Important Notices to Department Head:

- Your signature confirms that all equipment & accessories used with/or having contained radioactive or other hazardous materials, have been inspected & approved for shipping and/or storage by Environmental & Radiation Safety.
- Your signature confirms that Freon has been removed from all refrigerant equipment.
- Your signature confirms that all electronic storage equipment & devices have been properly cleaned of information according to NVCC HIPAA policies.

Released By Signatures:	Date	Received By Signatures:	Date
1. Departmental Property Coordinator Typed Name - Mandatory		1. Name Typed Name - Mandatory	
2. Department Head Typed Name - Mandatory		2. Address	
3. Dean Typed Name - Mandatory		3. Authorized Signature	
4. Finance Director (Individual items over \$10,000.00 only) Typed Name - Mandatory			
5. Property Coordinator Typed Name - Mandatory			

Recommended Disposition:	1. Sell 2. Trade In (PO information required) 3. Transfer to another Institution
--------------------------	--

Explanation of Recommended Disposition:	
---	--

Note:		For Disposition 1 & 3, only Asset # & Description is required.				
Asset #	Description	Location	Serial Number	Fund	PO Number	Cost