

Property Forms Procedure

The Report of Internal Transfer of Property can be found on the iTAC Web site:
http://www.palmbeachstate.edu/Documents/Help_Desk/InternalTransfer.doc

Sample Form

PALM BEACH STATE COLLEGE

REPORT OF INTERNAL TRANSFER OF PROPERTY

The following item(s) have been transferred as indicated:

FROM:	TO:
Department: IT 1	Department: IT
Campus: 05 Boca Raton 2	Campus: 02 Palm Beach Gardens
Site: 09 Boca Raton 3	Site: 04 Palm Beach Gardens
Room: AD 311 4	Room: LC 219

Property Record Number (College #)	Name of Item	Description (Include Manufacturer and Serial Number)	CHECK ONE: TRANSFER IS	
			Temp.	Perm.
29102	Dell Optiplex 740	S/N 96QRMG1		X
5	6	7	8	

A form MUST be completed and submitted to the iTAC Helpdesk to record any move of computer equipment with a Palm Beach State College white barcode label. This includes any equipment that is moved from campus to campus OR from room to room.

I hereby certify that the above is true and complete statement of reasons for above request.

9	
Technician Filling Out Request (Please Type) : Technician Name	Date: 2-01-2011
Signature of Division/Department Chairperson Releasing Property:	Date:
Signature of Division/Department Chairperson Receiving Property:	Date:

INSTRUCTIONS FOR REPORT OF INTERNAL TRANSFER OF PROPERTY

- Do not relocate item (s) until both releasing and receiving signatures fields are complete.
- Submit a copy to the Property Records Office at MS # 3 or fax at 561-868-3513. You can also scan a copy of the signed form and email to creazzom@palmbeachstate.edu- If you have any heavy item (s) that need to be moved to another location please contact your campus Facilities department to schedule a pick up.

Please use the following guidelines when completing the form:

1 Indicate the department where the equipment is being moved FROM and TO

2 Campus – Use the following correct Campus information:

- a. **01 Lake Worth**
- b. **02 Palm Beach Gardens**
- c. **03 Belle Glade**
- d. **05 Boca Raton**

3 Site – Use the following correct Site information:

- a. **01 Lake Worth**
- b. **04 Palm Beach Gardens**
- c. **06 Belle Glade**
- d. **09 Boca Raton**

4 Enter Room # From and To

5 Enter # on White Barcode Label

6 Enter Manufacturer and Name of Item

7 Enter Serial #

8 Enter an “X” under Temporary or Permanent

9 Enter/sign your name in the “Technician Filling Out Request” field and fill in date

- The form should be copied to the following iTAC share:
<\\pbcc.edu\shares\ITAC-InternalTransferForms>
- You may e-mail it to the iTAC, but it **MUST also** be copied to the share.
- If you do not have access to the share, please contact **Denise Truese-Shultz**.
- The name of the file should begin with the **Heat Ticket Number**, i.e. 99999.docx
- The forms need to be submitted to the iTAC and copied to the share ***before*** the ticket is closed.

Please remember that part of completing the request is also completing the form. A note should be added to the journal stating that the Transfer From has been properly completed and submitted.