

**LOS ANGELES VALLEY COLLEGE
FIXED ASSET CHANGE REQUEST**

TYPE OF CHANGE:

- Transfer
- Change of Building or Room
- Sale
- Stolen (attach copy of Security Report)
- Mysterious Disappearance/Reappearance
- Declared Surplus
- Loan
- Lease
- Other disposition (explain):

Identification Tag Number

Location Code

Building

Room

Department

Activity

Transfer or Disposition Date

Serial Number

REQUIRED FOR LOAN & LEASE ITEMS ONLY:

Description

Manufacturer

Model Number

RELEASING DEPARTMENT

RECEIVING DEPARTMENT

Approved by _____
President (or representative)

Approved by _____
President (or representative)

ACCOUNTING PROCESSING

by _____