

Date:

**HCA PROPERTY CONTROL**  
**CONTRACTOR ASD C-063-IT (value under \$5,000, IT equipment)**

<b>FROM(OFFICE)</b>	
<b>Address</b>	
<b>Contractor/Phone</b>	
<b>Program Manager</b>	
<b>TO</b>	
<b>ADDRESS</b>	
<b>Contact/Phone</b>	
<b><u>Signatures &amp; Date</u></b>	
<b>Transferring FAFM</b>	
<b>Receiving FAAM</b>	
<b>ASD FAM</b>	Nancy Takacs
<b>ASD Bureau Chief</b>	Gerald Chavez

**COMMENTS:**

**Requested Action:**

**Transfer (T)**  
**Donation (D)**  
**Destruction (DE)**  
**Recycle (R)**  
**Inventory (I)**

[illegible]

Date:

Created by Nancy Takacs, Fixed Asset Coordinator  
March 2011  
ASD C-063-IT

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Created by Nancy Takacs, Fixed Asset Coordinator  
March 2011  
ASD C-063-IT

Office:

Date:

Serial Number	Item/description	Condition	Requested Action	Estimated current value