

Santa Monica Community College District
Property Movement, Replacement or New Asset Tag Form



This form is used to conduct an internal move of the District's Asset, return items to a Vendor or request a replacement/new Asset Tag. (Rev. 11/18)

No.	Qty	Description	Mfg. Name	Model #	Serial# Vin#	SMC Asset Tag #	SMC Asset Tag Replacement #	Original Purchase Order #	Repair/Replacement PO	DEPT. NAME (Location of the Asset)	IN SERVICE DATE	Return Material Authorization No. (RMA)	Building Room #	
													FROM	TO
7														
3														
6														
13														
5														
14														
8														
16														
9														
2														
11														
1														
12														
4														
10														
17														
15														
18														

Requestor _____

Extension _____

Department _____