



St. Johns River Community College

Property Addition Form

Date Submitted: _____

Property Information:

Description (Attach list if more than 5 items)	Serial Number	Original Cost or Value	Future Location (C/B/R)*

* SJRCC Location: Campus/Building/Room

Reason for Addition/Placement (Check One Box):

Donation (Attach Any Supporting Documentation) Other

Name & Address of Donor

Explanation:

Functional Property Custodian:

Name: _____ Date: _____

Signature: _____

Department Property Custodian:

Name: _____ Date: _____

Approval Signature: _____

Note: Please forward the completed form to the Property Officer so a SJRCC Property Identification Number may be issued and a tag affixed to equipment meeting accountable property thresholds.