

REQUEST FOR EQUIPMENT TRANSFER OR DISPOSAL

(Your request is being transmitted to the Office of Associate Vice President for Administration and Finance. If you have any questions concerning equipment and/or property inventory, please contact us at extension 0225. Upon receipt of this request, we will notify the Physical Plant to relocate the equipment.)

Date of request _____ Person making request _____

TRANSFER OF EQUIPMENT BETWEEN DEPARTMENTS:

Property Tag Number: _____ Serial Number _____

Item Description: _____

Transfer from: Dept. Name _____

Account Number _____

Location: Building _____ Room _____

Transfer to: Dept. Name _____

Account Number _____

Location: Building _____ Room _____

REMOVAL OF EQUIPMENT (for disposal):

Property Tag Number: _____ Serial Number _____

Item Description: _____

Remove from: Dept. Name _____

Account Number _____

Location: Building _____ Room _____

Is the item functional? _____ Yes _____ No

PHYSICAL PLANT USE ONLY:

Item(s) transferred as indicated above _____

Item(s) removed and _____ taken to storage _____ taken to M & R

Signature _____ Date _____