

REQUEST FOR TRANSFER OF EQUIPMENT

This form should be used when any piece of equipment or sensitive minor item with a **WSCC Inventory Tag** is moved from one location to another. It is not necessary to complete this form when moving items that do not have a WSCC Inventory Tag. (A Request for Transfer to Surplus form should be used for all items (tagged or not tagged) being moved to surplus. Do not use this form for items being moved to surplus.

_____ Permanent Transfer/Relocation _____ Temporary Transfer

Date Requested _____ Date Needed _____ (Is there a specific date the items need to be moved?)

Person Making Request _____ Department _____

Request for items listed below to be transferred/moved as follows: _____

Tag No.	Description	From Bldg./Room	To Bldg./Room	Name of New Equipment Custodian

APPROVALS

FROM

TO

Transferor

Transferee

Department Head/Dean

Department Head/Dean

DO NOT WRITE BELOW THIS LINE

**FOR PURCHASING
USE ONLY**

Items Moved in Banner: _____
Initials _____ Date _____

Revised 12/17
The original of this form should be forwarded to **Purchasing** after receiving all appropriate approvals.