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.

_____ 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: ________________________________

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If physical movement of items is necessary, a Facilities Management work order MUST accompany this form.

<table>
<thead>
<tr>
<th>Tag No.</th>
<th>Description</th>
<th>From Bldg./Room</th>
<th>To Bldg./Room</th>
<th>Name of New Equipment Custodian</th>
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APPROVALS

FROM

Transferor

Department Head/Dean

Vice President

TO

Transferee

Department Head/Dean

Vice President

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DO NOT WRITE BELOW THIS LINE

FOR BUSINESS OFFICE USE ONLY  Items Moved in Banner: ___________________________  ___________________________  ___________________________  ___________________________

Initials  Date

Revised 8/2012

Form should be forwarded to the Business Office after receiving all appropriate approvals.