

REQUEST FOR EQUIPMENT TRANSFER

Permanent Transfer ☐

Temporary Transfer ☐

Present Location:

New Location:

Building _____

Building _____

Room Number _____

Room Number _____

Date for Transfer _____

Signature of Person Requesting Transfer _____

Equipment To Be Transferred:

Description of Item(s)	College Tag # (red or gold tag)	Make	Model	Serial #
<i>Example: 4-drawer file cabinet</i>	<i>50667</i>	<i>Steelcase</i>	<i>400-B</i>	<i>47847052</i>

Required Approvals:

Supervisor _____ Date _____

Assoc. Vice President, Student Services or
Vice President, Instruction _____

Director, Building & Grounds (B&G) _____ Date _____

Transfer Completed _____ Date _____

Maintenance Department (Return to Business Office)

Inventory Changed _____ Date _____

Controller

Requestor: Keep Pink Copy

VP Instruction (or) Assoc. VP Student Services: 1) Forward signed White Copy (with Maintenance Service Request) to Director, B&G
2) Keep Yellow Copy