

Inventory Transfer Request

| Technology Inventory (use IIIa) |
|--|
| Other Equipment (use IIIa) |
| Work Order (use IIIb and skip step IV) |

| Date | Person Requesting Move | | | | | |
|---|---------------------------|---|---------------------------|--|-----------------|----------------|
| I. SAU Tag Number | Serial Number | Description/Manufac of Item to be Move | | From Building and Roo | | To and Room |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| T | | | | | | |
| II. Physical Plant Dep | | | | dispose of the prop | - | □ No |
| University Compu Individual Making | | | UCS to | dispose of the prop | perty L Yes | ∐ No |
| IIIa. Transfer From: _ | | | | | | _ |
| | Department Account Number | | | | | |
| Signature of Dean/Department Chair/Director | | | 2Senior Administrator | | | |
| Transfer To: Department Name | | | Department Account Number | | | |
| | 1 | | 2 | | | |
| | Signature of Dean/ | Department Chair/Director | Senior Administrator | | | |
| Transfer From: Transfer To: Department Name Department Name | | | | | | |
| 1 | - | equipment and technologed by the Office of Acco | | ory transfers. | | |
| Signature | | | | I | Date | _ |
| V. The above transfer was completed on | | | Date | <u>, </u> | e of Accounting | - |
| Person making deliverySignature | | | | Pos | tedInitia | |
| Person rece | eiving equipment | Signature | | Dat | е | |