

Equipment Transfer Form

DATE ____/____/____

Current Department _____ New Department _____

Signature of Steward _____ Signature of Steward _____

DESCRIPTION	SERIAL #	ASSET #	Current Building	Current Room	New Building	New Room	Storage or Bid Sale

Computer Services _____ Date: ____/____/____

Maintenance _____ Date: ____/____/____

Equipment Coordinator _____ Date: ____/____/____

Instructions for Completing Form:

1. Complete this form any time any equipment is moved from your area temporarily or permanently.
2. Complete date; list the current location, and the new location of the equipment.
3. Complete all available information regarding the description, etc. **Asset # is required.**
4. Current Steward obtains approval from Computer Services for all Computer related equipment.
Computer Services will determine appropriate destination for all computer related equipment.
5. Keep a copy of the Equipment Transfer Form for your inventory records and forward to Purchasing.
6. Purchasing will notify Maintenance Department where to relocate the equipment.
7. Maintenance moves the equipment to the new location and signs the equipment transfer form.
8. Maintenance will forward the equipment transfer form to Purchasing Department where the original is maintained.
9. The Current Steward is responsible for completing this form.