

REQUEST FOR TRANSFER, STORAGE, OR DISPOSAL OF INVENTORY ITEMS

DATE: _____

TRANSFER – movement of an item from one department to another

Item Description: _____

Item Tag # _____

Transferring Department _____

Transferring Location (Bldg and Room #) _____

Transferring Dean/Supervisor _____

Receiving Department _____

Receiving Location (Bldg and Room #) _____

Receiving Dean/Supervisor _____

**actual movement of this item is the responsibility of the transferring department

STORAGE – movement of an item from a department to storage for school auction

Item Description: _____

Item Tag # _____

Transferring Department _____

Transferring Location (Bldg and Room #) _____

Transferring Dean/Supervisor _____

Maintenance Supervisor _____

**transferring department must contact Maintenance at x8646 to request pick-up of this item

DISPOSAL – permanent removal and disposal of an item from a department

Item Description: _____

Item Tag # _____

Transferring Department _____

Transferring Location (Bldg and Room #) _____

Transferring Dean/Supervisor _____

Maintenance Supervisor _____

**transferring department must contact Maintenance at x8646 to request pick-up of this item