

EQUIPMENT TRANSFER REQUEST

ASSET IDENTIFIER	DESCRIPTION	TRANSFER TO COST CENTER # AND NAME	NEW LOCATION BUILDING NAME	NEW LOCATION ROOM #

1. Fill in the required information as indicated above.
2. Signatures of the requesting person, receiving person AND the appropriate Cost Center Head(s) are required.
3. Submit completed form to the property office PRIOR to moving equipment.

Date Person Requesting Transfer

Date Cost Center Manager

Date Person Receiving Property

Date Cost Center Manager