

Directions: Complete the form as shown on the "sample" line. Have building/department supervisor sign the request. Send the original to Terry Gegner at Support Services, who will arrange for pick up. Retain a copy for your building records.

Bar Code Tag # If none, please indicate so	Description of Item	Maker	Model	Serial # (If applicable)	Condition of Item	Quantity	Move from (Rm #/Area)	Move to
<i>SAMPLE no bar code</i>	<i>Printer</i>	<i>Apple</i>	<i>Desk Jet</i>	<i>None</i>	<i>broken</i>	<i>5 each</i>	<i>Main Office</i>	<i>Surplus</i>

Printed Name of Staff

Staff Signature \_\_\_\_\_

Signature of Supervisor Requesting Transfer \_\_\_\_\_

Site \_\_\_\_\_

Date \_\_\_\_\_

**No equipment will be moved between locations without this completed and signed form.**