

NAVARRO COLLEGE

EQUIPMENT TRANSFER FORM

Instructions: Use this form to document the transfer of equipment from one department to another OR to send any equipment to surplus. Please complete this form and attach a copy of it to your work order request in MyNC prior to moving equipment. The Business Office will receive the form as it is processed, and the items will be picked up by maintenance.

Navarro College Tag#	Serial #	Description
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Description of Equipment: ☐ Furniture ☐ Computer Related ☐ Other _____

Campus _____ Building _____ Room # _____ Department _____

☐ Equipment is to be moved to another area

Location _____ Building _____ Room # _____ Department _____

OR _____

☐ Equipment is to be placed in surplus*

***No items may be disposed of without prior approval of the
Comptroller and/or Vice President for Finance to assure
Compliance with all laws and regulations regarding such disposal.**

Requested by: _____ Phone # _____ Date _____

*****BUSINESS OFFICE USE ONLY*****

Inventory record updated on computer:

_____ Date: _____