**NAVARRO COLLEGE**

**EQUIPMENT TRANSFER FORM**

**Instructions:** Use this form to document the transfer of equipment from one department to another or to send the equipment to surplus. Please complete this form and return it to the Business Office for approval **PRIOR** to moving equipment. Requesting pickup of Surplus or Transfer Equipment must be done **ONLY** by the Business Office.

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

Campus \_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comptroller

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President for Finance

 Inventory record updated on computer:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_