

***INSTRUCTIONS FOR FILLING OUT THE  
REQUEST FOR TRANSFER OF EQUIPMENT FORM  
FOR USE WITH ALL INVENTORY THAT IS  
TRANSFERRED***

***This form is required to be completed and approved by the Manager of the grant prior to the equipment being moved. Equipment shall not be removed or altered in any way without this form completed and approved.***

See below for instructions on completing this form:

- Date of Request submitted to Program Mangers office
- Requested Date of Move: There is no guarantee that the move will take place on the exact date requested.
- Quantity of items requesting to be moved: The quantity of items the program is requesting to be moved, must match the number of items that were ordered to replace the equipment that is being requested to be moved, if new equipment is coming in.
- Description: Provide a detailed description of the items (year purchased, make and model, and what fund was used to purchase these items)
- Asset Tag Numbers: All equipment purchased over \$500 will have an asset number; include all numbers in this section
- Location of Items: Current location of the items being requested to be re-located, include Building and Room Number
- Requested Location for items to be moved: Location for items to be moved to. Include ALL building and room numbers and quantity for each building/room.
- Print and sign form and submit to Program Mangers office
- The items will not be removed without Program Mangers signature
- If approved, Program Mangers office will provide you with a signed copy for your records.
- Copies must be submitted to IT, IMS, M&O Warehouse **and** FISCAL Services.

NOTE: If there is not enough room on 1 form please attach separate sheet with all necessary information.