

# **REQUEST FOR TRANSFER, STORAGE, OR DISPOSAL OF INVENTORY ITEMS**

**DATE:** \_\_\_\_\_

## **TRANSFER – movement of an item from one department to another**

Item Description: \_\_\_\_\_

\_\_\_\_\_

Item Tag # \_\_\_\_\_

Transferring Department \_\_\_\_\_

Transferring Location (Bldg and Room #) \_\_\_\_\_

Transferring Dean/Supervisor \_\_\_\_\_

Receiving Department \_\_\_\_\_

Receiving Location (Bldg and Room #) \_\_\_\_\_

Receiving Dean/Supervisor \_\_\_\_\_

\*\*actual movement of this item is the responsibility of the transferring department

## **STORAGE – movement of an item from a department to storage for school auction**

Item Description: \_\_\_\_\_

\_\_\_\_\_

Item Tag # \_\_\_\_\_

Transferring Department \_\_\_\_\_

Transferring Location (Bldg and Room #) \_\_\_\_\_

Transferring Dean/Supervisor \_\_\_\_\_

Maintenance Supervisor \_\_\_\_\_

\*\*transferring department must contact Maintenance at x8646 to request pick-up of this item

## **DISPOSAL – permanent removal and disposal of an item from a department**

Item Description: \_\_\_\_\_

\_\_\_\_\_

Item Tag # \_\_\_\_\_

Transferring Department \_\_\_\_\_

Transferring Location (Bldg and Room #) \_\_\_\_\_

Transferring Dean/Supervisor \_\_\_\_\_

Maintenance Supervisor \_\_\_\_\_

\*\*transferring department must contact Maintenance at x8646 to request pick-up of this item