

Detail Equipment Request to Transfer
(Must be completed for each equipment item)

Barcode and/or old tag #: _____
 Description: _____
 Manufacturer: _____
 Model #: _____
 Serial #: _____
 Grant/Contract Banner Funds: _____
 Purchase Price: _____ Estimated Value: _____
 Responsible Department: _____ Condition: _____
 Current Location: _____

<i>For Office Use Only</i>	
<i>Acquisition Method:</i> _____	<i>Acquisition Date:</i> _____
<i>Purchase Order:</i> _____	<i>Title:</i> _____
<i>Approved for Transfer:</i> <i>No Cost</i> _____	<i>Surplus</i> _____ <i>Not Approved</i> _____

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