

INVENTORY CONTROL - EQUIPMENT TRANSFER FORM

Instructions: http://www.ewu.edu/groups/controller/ic/equipment-transfer-proc.pdf

TRANSFERRING DEPARTMENT		BANNER ORGANIZATION CODE CONTAC		CT PERSON		PHONE	
RECEIVING DEPARTMENT		BANNER ORGANIZATION CODE	CONTAC		CT PERSON		PHONE
THIS EQUIPMENT IS BEING (CHECK ONE) TRANSFERRED SURPLUSED OTHER							
EWU PROPERTY TAG #		DESCRIPTION			OLD LOCATION BUILDING & RC		NEW LOCATION BUILDING & ROOM
IMPORTANT: WHEN TRANSFERRING TAGGED ASSETS TO ANOTHER DEPARTMENT OR SURPLUS PROPERTY, RETAIN A COPY OF THIS FORM WITH A SIGNATURE FROM THE RECEIVING DEPARTMENT. THE RECEIVING DEPARTMENT WILL FORWARD THE ORIGINAL TO INVENTORY CONTROL							
RESPONSIBLE RECIPIENT-IF APPL		NOTES:	LI COMINO	<u>~</u>			
SIGNATURE-TRANSFERING DEPARTMENT		SIGNATURE-RECEIVING DEPARTMI	ENT	TRANSFE		INVENTORY APPROVAL/DATE	