

Utah State University
TRANSFER/SELL EQUIPMENT ON CAMPUS

SELL

Transfer

TRANSFERRING/SELLING DEPARTMENT

DEPARTMENT NAME	DEPRECIATION INDEX	UMC	TELEPHONE
NAME (PRINT)	TITLE	SIGNATURE	DATE

RECEIVING/PURCHASING DEPARTMENT

DEPARTMENT NAME	DEPRECIATION INDEX	UMC	TELEPHONE
NAME (PRINT)	TITLE	SIGNATURE	DATE

EQUIPMENT SECTION

Inventory Number	Description	New Location	New Responsible Person

THIS FORM TO BE SENT TO **UMC 2400** TO COMPLETE TRANSACTION

Equipment Inventory Office
Phone 7-1999, Fax 7-1077
UMC 2400
<http://controller.usu.edu> FORMS