



INVENTORY SALE/TRANSFER

Please complete this form when an inventory item is auctioned for sale or transferred from one department or campus to another. The completed and approved form should be given to the Business Office so this information can be updated and filed.

Inventory Number _____

Description of Item _____

VIN/Serial # _____

Make/Model/Year _____

Mileage _____

Sale

Transfer

Reason for transfer _____

Date of transfer _____

Transfer from Campus _____

Building _____

Room # _____

Signature of individual releasing equipment _____

Transfer to Campus _____

Building _____

Room # _____

Signature of individual receiving equipment _____

Approved by administrative supervisor _____