

DELTA STATE UNIVERSITY

Property Control Office

662-846-4005

EQUIPMENT TRANSFER REQUEST

(If more space is needed, you may attach a list with the information as formatted below.)

Date: _____

DESCRIPTION	DSU NUMBER	SERIAL NUMBER	NEW LOCATION (BUILDING & ROOM)	PERSON RESPONSIBLE

Please check appropriate condition(s) below:

- Equipment Operable (Storage)
- Equipment Inoperable (Disposal)
- Scheduled for pickup by Facilities Management
- Computer equipment has been purged of all information

(OIT Staff Signature/Date)

DEPARTMENT TRANSFERRING

DEPARTMENT RECEIVING

Signature of Department Head
or Property Custodian

Signature of Department Head
or Property Custodian

This form must contain all information and required signatures. It must be submitted to the Procurement office within 30 days of the transfer. If it is not received within 30 days, a new form will need to be completed and signed.

Procurement, Kent Wyatt Hall 221