Waycross College
Equipment Transfer Request

Current Information:						Requested change:					
Decal No.	Description	Div No.	Dept No.	Bldg. No.	Rm. No.	Div No.	Dept No.	Bldg. No.	Rm. No.		Surplus

REASON FOR TRANSFER: _____

REQUESTED BY:_____ DATE: _____

RECOMMENDED BY: _____ DATE: _____
Division/Department Chair

RECOMMENDED BY: _____ DATE: _____
Vice President

COMPUTER EQUIPMENT ONLY
RECOMMENDED BY: _____ DATE: _____
Director of Computer Services

APPROVED BY: _____ DATE: _____
Vice President for Business Affairs

NOTE: All equipment is to be moved by physical plant or computer services personnel.
Equipment may be moved only after transfer is approved and form is returned.

TRANSFER COMPLETED: _____ DATE: _____

INVENTORY RECORDS UPDATED: _____ DATE: _____

Form distribution: Business Office; Computer Services; Division