

## **TRANSFER OF FURNITURE OR EQUIPMENT PROCEDURES**

1. To transfer furniture or equipment from one campus location to another:
  - a. Complete and sign form **INV-1 Transfer of Furniture or Equipment**.
  - b. Retain releasing school/department copy and forward original and two (2) copies to the receiving campus location.
  - c. The releasing campus should secure the driver's signature when items are physically picked up for transfer.
  
2. The receiving campus:
  - a. Will sign **INV-1 Transfer of Furniture or Equipment** upon receiving transferred items
  - b. Retain receiving school/department copy and forward original and one copy to the Asset Management Department.
  
3. Asset Management Department:
  - a. Will update the master record as appropriate and send a copy of the updated form to the releasing campus location.

### **Completion Instructions**

<b>Releasing/Receiving Campus</b>	Indicate the campus name and number of the releasing or receiving campus location as required.
<b>Inventory Tag Number</b>	Indicate the inventory tag number assigned to this item. Inventory tag number may be a group control number or actual tag number affixed to the item being reported.
<b>Item Description</b>	Indicate general description of the item (i.e. computer, tablet ).
<b>Brand Name</b>	Indicate the brand name of the furniture or equipment Item.
<b>Serial Number</b>	Indicate the serial number assigned to the equipment item (furniture items have no serial numbers).
<b>Quantity</b>	Indicate the number of items being transferred.
<b>Trade In</b>	Indicate in this block if item is being traded-in.
<b>Warehouse Use Only</b>	Plant Services Warehouse will indicate in this section whether the furniture or equipment is salvage, obsolete surplus or usable surplus.
<b>Asset Management Use Only</b>	If inventory tag numbers are required, the Asset Management Department will indicate numbers issued.
<b>Signatures</b>	Provide all appropriate signatures as required by this report.