

Antelope Valley College

Equipment Transfer Request

Business Services Area - Warehouse & Inventory

This form is to be used only for the transfer of equipment identified with a Bar Coded asset tag. Relocation of equipment with any other type of asset tag does not need to be reported to the warehouse.

Requested By: _____ Dept. _____

Phone Ext. _____ Date _____

Description And Location Of Property To Be Moved

Type of Equipment	AVC #	Move From		Move To	
		Building	Room	Building	Room

Dean Approval _____ Date _____

No equipment can be transferred from one building or room to another at any time without the use of an Equipment Transfer Request form with proper authorization.

Each division dean is responsible for reporting all transfers of property within that division or to another division.

For Warehouse Use Only:	
Date:	Entered: