

Facilities Equipment Transfer Form 17-401d

This form is to be used when a piece of equipment is going to be permanently *(beyond 1 Academic Year)* moved from its assigned location or permanently moved to another department. Equipment temporarily moved DOES NOT need to be reported as long as it is returned to its original location.

Date of Transfel	T				
Transfer From Department			Building	Room	
Transfer To Department		B	uilding	Room	
NC State Tag # Serial #			Description		
Approval of Tra	nsfer				
			Latera d T		
			Initiated Ti	ranster by	Date
Dean/Supervisor Approval		Date	Area Vice Pre	sident Approval	Date