Inventory Interdepartmental Transfer Form

This form should be completed for tagged (red, blue, or green) equipment that is being transferred to another department at Calhoun Community College. Once completed, send this form to Angie Evans - Business Office, Property Manager

If you have any questions regarding this form, or your department's inventory, please contact Angie Evans at Ext. 2544.

Equipment to be Transferred

Transferring Department: _____

Inventory #	Description	Location	Serial #

_____ _____

Transferring Property Custodian's Signature **Date**

Receiving Department: _____

Inventory #	New Location

_____ _____

Receiving Property Custodian's Signature **Date**

Approved By:

_____ _____

Dean or Department Head (Receiving Dept.) **Date**