



**INVENTORY TRANSFER FORM**  
**PLEASE PRINT ALL INFORMATION**

**Equipment Description** \_\_\_\_\_

**Tag #** \_\_\_\_\_ **Serial #** \_\_\_\_\_

**Reason for transfer** \_\_\_\_\_

**Move from:**

BLDG \_\_\_\_\_

ROOM \_\_\_\_\_

DEPT \_\_\_\_\_

DISTRICT \_\_\_\_\_

**Move to:**

BLDG \_\_\_\_\_

ROOM \_\_\_\_\_

DEPT \_\_\_\_\_

DISTRICT \_\_\_\_\_

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**Coordinator/Specialist** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director** \_\_\_\_\_ **Date** \_\_\_\_\_