

West Texas A&M University

Purchasing & Inventories

Transfer of Equipment

Date _____

Transferred From

Department _____

Inventory Use Only _____

Building _____

Room _____

Signature _____

Date _____

Phone Number _____

Fax Number _____

Contact Name _____

Transferred To

Department _____

Inventory Use Only _____

Building _____

Room _____

Signature _____

Date _____

Phone Number _____

Fax Number _____

Contact Name _____

Property No	Description

Reason for Transfer

Processed Inventory/Signature _____

Date _____

Distribution: Original - Purchasing & Inventories
 Copy - Department Transferring Equipment
 Copy - Department Receiving Equipment