

REQUEST FOR CHANGING INVENTORY ITEMS

DEPARTMENT _____ DATE _____

Contact Person _____ Phone # _____

All equipment and furniture requests are to be verified by the Property Dept. This form is used for property to be transferred or turned into Surplus Property. DEPARTMENT INITIATING THE TRANSFER IS RESPONSIBLE FOR OBTAINING SIGNATURES & FORWARDING IT TO THE PROPERTY OFFICE. (Email - Property@shsu.edu). Department Head must approve.

PROPERTY DEPARTMENT

The following inventory is to be transferred:

From: _____ ORG. _____ Approved _____

To: _____ ORG. _____ Approved _____

ASSET NO.	DESCRIPTION	SERIAL NO.	CURRENT LOCATION (BLDG/ROOM)	NEW LOCATION (BLDG/ROOM)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SERVICES REQUESTED: (Describe work needed in detail)

PROPERTY OFFICE USE:

Date Received: _____ Date Complete: _____

Banner: _____ Cherwell WO #: _____