

**MISSISSIPPI UNIVERSITY FOR WOMEN  
EQUIPMENT TRANSFER REQUEST**

TO: PROPERTY CONTROL

DATE: \_\_\_\_\_

PLEASE MAKE THE FOLLOWING TRANSFER OF EQUIPMENT ON MISSISSIPPI  
UNIVERSITY FOR WOMEN'S INVENTORY RECORDS.

IS THIS A TEMPORARY TRANSFER? \_\_\_\_ YES \_\_\_\_ NO

DURATION OF TRANSFER: \_\_\_\_\_

TRANSFER TO: \_\_\_\_\_  
(what department is getting the item)

Where will the item now be located?

BUILDING \_\_\_\_\_

ROOM NO. \_\_\_\_\_

TRANSFER FROM: \_\_\_\_\_  
(what department is getting rid of the item)

**ITEM REQUESTED TO BE TRANSFERRED**

Inventory Tag Number	Description

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

APPROVED BY:

TRANSFERRING DEPARTMENT:

RECEIVING DEPARTMENT:

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
PROPERTY CONTROL OFFICER