



Request for Equipment Transfer

SECTION I Equipment Being Transferred Property Tag No. _____

Description _____

Serviceable _____ Non-serviceable _____

Is Physical Plant assistance needed to move item? Yes _____ No _____

Date of Request _____ Requested by _____

Remarks _____

SECTION II Transferred From

Department Name _____

Building _____ Location _____

Unit/Dept Head Signature _____ Date _____

Vice President Signature _____ Date _____

SECTION III Transferred To

Department Name _____

Building _____ Location _____

Unit/Dept Head Signature _____ Date _____

Vice President Signature _____ Date _____

After obtaining all approvals, submit original to the SouthArk Business Office

Section IV SouthArk Business Office

Equipment Control:

Date of Input _____ Signature _____

If assistance is needed, date copy submitted to Physical Plant _____

Section V Maintenance

Physical Plant work order for Transfer (to be completed by Physical Plant)

Work assigned to and completed by _____ Date _____

Cc: Computer Services (if data/computer equipment)

Distribution (after completed) – Send original to Business Office and Copy to Physical Plant if assistance is needed.