

**GSCC
NON-CAPITALIZED
EQUIPMENT TRANSFER FORM**
(For equipment not included on the annual inventory report)

MOVED FROM
BUILDING: _____

ROOM NUMBER: _____

ITEM DESCRIPTION: _____

NUMBER OF UNITS: _____

**EQUIPMENT CURRENTLY
ASSIGNED TO:** _____
(Signature)

DATE: _____

Forward completed form to Property Manager

MOVED TO
BUILDING: _____

ROOM NUMBER: _____

**PERSON
RECEIVING:** _____
(Signature)

DATE: _____

**GADSDEN STATE COMMUNITY COLLEGE
EQUIPMENT/FURNITURE TRANSFER FORM
FOR CAPITALIZED EQUIPMENT**

EQUIPMENT TRANSFERRED FROM: _____ <div style="text-align: center; margin-top: 5px;">(Name) (Date)</div>
EQUIPMENT TRANSFERRED TO: _____ <div style="text-align: center; margin-top: 5px;">(Name)</div>

First Item

Equipment Description	Moved From: Building Name	Room Number	GSCC Tag No.	Serial Number
Moved To: Building Name	Room Number	Signature of Person Receiving		

Second Item

Equipment Description	Moved From: Building Name	Room Number	GSCC Tag No.	Serial Number
Moved To: Building Name	Room Number	Signature of Person Receiving		

Third Item

Equipment Description	Moved From: Building Name	Room Number	GSCC Tag No.	Serial Number
Moved To: Building Name	Room Number	Signature of Person Receiving		

I am currently charged with the responsibility for the above listed items and request that the above transfers be made as indicated:

**ORIGINAL TO:
Property Manager**

Signature Date

APPROVED BY: _____
Property Manager Signature Date |

Instructions for Equipment/Furniture Transfer Form:

1. The person requesting that a transfer of equipment be completed should fill out the top portion of the transfer form. This lets the maintenance employees know who to pick up the equipment from, and who to deliver it to.
2. List each item to be transferred separately. (Ex. 2 welding stations should be listed as two separate items.) Each piece of equipment has a different tag number, and must be tracked in the system separately.
3. List each item that needs to be transferred by giving the description, building and room where the item is currently located, the GSCC inventory tag number, the item's serial number, and the building and room that the item will be moved to.
4. Sign the form indicating that the transfer is being requested, and forward to the Property Manager.
5. The Property Manager will sign the form granting approval and contact a maintenance employee to actually move the equipment. The maintenance employee will bring the transfer form to let them know where to pick up and deliver the equipment.
6. Once the equipment has been physically moved, the employee who has received the equipment should sign beside each item received.
7. A maintenance employee will return the signed form to the Property Manager.

NOTE: IF YOU ARE MOVING A CAPITALIZED ITEM, EVEN FROM A CLASS TO ADJOINING LAB, THIS FORM MUST BE COMPLETED AND APPROVAL MUST BE OBTAINED.