

UTAH STATE UNIVERSITY
TRANSFER/SELL EQUIPMENT ON CAMPUS

SELL

Transfer

TRANSFERRING/SELLING DEPARTMENT

| | | | |
|-----------------|--------------------|-----------|-----------|
| DEPARTMENT NAME | DEPRECIATION INDEX | UMC | TELEPHONE |
| NAME (PRINT) | TITLE | SIGNATURE | DATE |

RECEIVING/PURCHASING DEPARTMENT

| | | | |
|-----------------|--------------------|-----------|-----------|
| DEPARTMENT NAME | DEPRECIATION INDEX | UMC | TELEPHONE |
| NAME (PRINT) | TITLE | SIGNATURE | DATE |

EQUIPMENT SECTION

| Inventory Number | Description | New Location | New Responsible Person |
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THIS FORM TO BE SENT TO **UMC 2400** TO COMPLETE TRANSACTION

Equipment Management Services
Phone 435-797-0499, Fax 435-797-1077

UMC 2400