

GSC Equipment Transfer Form

(Inventory Relocation/Disposal)

GSC Tag #	Asset Description	Transfer From				Transfer To				Disposal (Y or N)	Reason for Disposal
		Bldg.	Floor	Room	Custodian	Bldg.	Floor	Room	Custodian		

Notes

Requestor Name: _____
Date

Fixed Asset Mgr. : _____
Date

Will assistance from the Physical Plant be needed to move these items? _____

Physical Plant: _____
Date