

STOCKTON UNIVERSITY
PROPERTY TRANSFER REQUEST

PART I

TO: **Central Stores**

Date: _____

FROM: _____

It is requested that the following finishings and/or equipment be transferred as indicated:

TAG NO.	DESCRIPTION	PRESENT LOCATION	NEW LOCATION	BUDGET UNIT	I/O*
					□
					□
					□
					□

* I = INOPERABLE / 0 = OPERABLE

Reason for move:

Requested move date: _____

Budget Unit Manager's Signature

INSTRUCTIONS: Budget Unit Managers are to complete Part I and forward to Central Stores.

PART II

TO: **Plant Management**

FROM: **Central Stores**

The above request is approved as noted. Please contact the Budget Unit Manager if you are unable to provide service on date requested.

cc: Budget Unit Manager