

Inventory Transfer Form

PRCC Inventory Tag Number:	
Serial Number:	
Description of Inventory:	
A SECURITION OF THE SECURITION	
PRCC Inventory Tag Number:	
Serial Number:	
Description of Inventory:	
PRCC Inventory Tag Number:	
Serial Number:	
Description of Inventory:	
When transferring more than 3 items, you may attach a	a list with tag numbers, serial numbers, and description to this form.
Transfer the above inventory	
FROM:	то:
was a second of the second of	
Employee Name:	Employee Name:
Employee ID Number:	Employee ID Number:
Campus:	Campus:
Building: Room Number:	Building: Room Number:
Department:	Department:
Department Head:	Department Head:
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Signature of sending custodian Date	Signature of receiving custodian Date

Upon completion of this form, please forward to the Inventory Control Clerk in the Business Office.