

Inventory Transfer Form

PRCC Inventory Tag Number: _____

Serial Number: _____

Description of Inventory: _____

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 list with tag numbers, serial numbers, and description to this form.

Transfer the above inventory

FROM:

Employee Name: _____

Employee ID Number: _____

Campus: _____

Building: _____

Room Number: _____

Department: _____

Department Head: _____

TO:

Employee Name: _____

Employee ID Number: _____

Campus: _____

Building: _____

Room Number: _____

Department: _____

Department Head: _____

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.