GEORGIA SOUTHWESTERN STATE UNIVERSITY

EQUIPMENT TRANSFER FORM

INSTRUCTIONS: Complete Equipment Transfer Form prior to actual transfer and <u>forward to Department of Materials Management</u>. Arrangements will be conducted by Materials Management for disposal of Surplus Equipment and Supplies.

			TRANSFER TO:				
Line Item	Qty	DESCRIPTION Include Make, Model, Serial Number, GSW State University Decal Number	Department	Building	Room	Surplus	Condition*: Good, Fair, Poor, Scrap
Authorized By:Signature:			* CONDITION description: GOOD – functionally operational FAIR – limited repairs necessary POOR – major repairs necessary				
Depart	ment:		SCRAP – item has no value except for basic material content				

Date: