

INDIANA STATE UNIVERSITY

Equipment Transfer Notice

Date:

From:

Dept.

Bldg.

To:

Dept.

Bldg.

Room

Property Tag with Description:

Special Instructions:

Transfer Requested by:

Signatures:

Approved (Govt. Contract Officer if for Grant or Contract Equipment):

DISTRIBUTION:

- Property Accounting
- Receiving Department
- Director of Contracts & Grants (if Grant equipment)
- Central Surplus (if items are to be picked up by Surplus Crew)