EQUIPMENT TRANSFER REQUEST

Adelphi University

This form is to be used for transfer of equipment from one location to another
and is to be completed by the department from which equipment is to be transferred.

Department Contact: _____ Extension: _____ Date: _____

Present Location:	Building	Room#	Department	Account#

Receiving
Department Contact: _____ Extension: _____

To be moved to:	Building	Room#	Department	Account#

In order to expedite this Transfer Request, please complete the following section.

Description	Manufacturer	Adelphi's Tag #	Serial #	Model #	BUSINESS AFFAIRS USE ONLY		
						DATA ENTRY	
					ID#	DATE	BY

Transfer Requested By: _____ Date: _____
Department Head

Request Received By: _____ Date: _____
Business Affairs

Transfer Completed By: _____ Date: _____
Computer Center / Physical Plant

PLEASE FOWARD THIS FORM TO BUSINESS AFFAIRS