

**TRANSFERRED EQUIPMENT
CONTROL REPORT**

ITEM: _____ SERIAL NUMBER: _____

DESCRIPTION: _____

PURCHASED BY: _____ FISCAL YEAR: _____

PURCHASE AMOUNT:\$ _____ DATE OF PURCHASE: _____

LOCATION

TRANSFERRED FROM: _____

TRANSFERRED TO: _____

REASON FOR TRANSFER:

TO BE DONE CHECK LIST:

Maintenance _____ Database Update: _____ Reassigned: _____

SIGNATURE: _____ DATE: _____