BUFFALO STATE COLLEGE

Inventory Update Form

Complete this form when relocating equipment within department (room to room moves) and/or when transferring equipment from department to department. Send original form to Property Control, Moore Hall 124. Retain a copy for your file.

If you have any questions, call ext. 6835.

DEPARTMENT (Equipment coming from	om): PHONE EXT
SIGNATURE OF DEPARTMENT CHAIR/DIRECTOR:	DATE:
DEPARTMENT (Equipment going to): _	PHONE EXT
SIGNATURE OF DEPARTMENT CHAIR/DIRECTOR:	DATE:

ITEM	MAKE	MODEL	SERIAL NUMBER	FROM: BUILDING & ROOM	DEPT.	TO: BUILDING &	DEPT.