

\*\*Receiving department send signed copy to Brenda Bowie, ADM 117\*\*

**REPORT OF TRANSFER OF EQUIPMENT**

The University of Texas at Tyler

The following equipment has been transferred:

Date: \_\_\_\_\_

From: Unit Code # \_\_\_\_\_

To: Unit Code # \_\_\_\_\_

Dept \_\_\_\_\_

Dept: \_\_\_\_\_

Room: \_\_\_\_\_ Building: \_\_\_\_\_

Room: \_\_\_\_ Building: \_\_\_\_

Inventory Number	Description	Unit Cost	Account

Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Transferring Equipment

\_\_\_\_\_  
Department Receiving Equipment