

This form is to be used only for the transfer of equipment identified with an AVC ID (Bar Coded asset tag).  
Relocation of equipment with any other type of asset tag does not need to be reported to the warehouse.

No equipment can be transferred from one building or room to another at any time without the use of an Equipment Transfer Request form with proper authorization.

Each Direct Supervisor is responsible for reporting all transfers of property within that division or to another division.

Please route the completed Equipment Transfer Equipment form for signatures via Adobe Sign and cc [warehouse@avc.edu](mailto:warehouse@avc.edu).

Requester must schedule move with appropriate department (IT, Facilities, Campus Events, etc.).

Requested By: \_\_\_\_\_ Dept. \_\_\_\_\_

Phone Ext. \_\_\_\_\_

Date \_\_\_\_\_

### Description And Location Of Property To Be Moved

Type of Equipment	AVC #	Move From		Move To	
		Building	Room	Building	Room

Direct Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

For Warehouse Use Only:

Date:	Entered:
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