# Dalton State College

## EQUIPMENT TRANSFER FORM

Permanent Move_____ Temporary Move_____

To be moved by (Circle One) DEPARTMENT PLANT OCIS

EQUIPMENT OR FURNITURE TO BE MOVED

| DECAL NO. | SERIAL NO. | ITEM | FROM BLDG/ROOM# | TO BLDG/ROOM# |
|---|---|---|---|---|
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

Requested by _____ Date _____
Department Head

Moved by _____ Date _____

Fax to Mary Hood in Purchasing at 4588