

EQUIPMENT TRANSFER NOTICE

<http://surplus.msu.edu>
<http://inventory.msu.edu>

PURPOSE: CHECK ONE

- 1. To Transfer equipment to MSU Surplus for no credit.
- 2. To Transfer equipment to MSU Surplus for credit.
- 3. To Transfer equipment to another department for no credit.
- 4. To Transfer equipment to another department for credit.

Date: _____

RELEASING DEPARTMENT		RECEIVING DEPARTMENT	
ACCOUNT NUMBER:		ACCOUNT NUMBER:	
DEPARTMENT NAME:	DEPT #:	DEPARTMENT NAME:	DEPT #:
EQUIPMENT LOCATION/BUILDING:	ROOM #:	EQUIPMENT LOCATION/BUILDING:	ROOM #:
CONTACT PERSON/LOCATION:	ROOM #:	CONTACT PERSON/LOCATION:	ROOM #:
PHONE:		PHONE:	
DESCRIPTION	MSU EQUIPMENT INVENTORY TAG NUMBER	INVENTORY DEPARTMENT USE ONLY	CREDIT AMOUNT (IF SOLD)
SIGNATURE: DEPARTMENT RELEASING EQUIPMENT	DATE:	SIGNATURE: DEPARTMENT RECEIVING EQUIPMENT	DATE:
SIGNATURE: CONTRACT & GRANT ADMINISTRATION – WITHIN GRANT RESTRICTIONS	DATE:	SIGNATURE: MSU SURPLUS – OFF CAMPUS PURCHASE	DATE:

INSTRUCTIONS

1. Refer to the Manual of Business Procedures, Section 300, for regulations covering the use of this form.
2. After signing the form, retain a copy and complete one of the following:

If for public resale or trade in:

- Mail original to MSU Surplus Store (1344 S. Harrison)
- Inventory will be notified by MSU Surplus following disposition of an asset.
- A final signed copy will be mailed back to releasing department following disposition of an asset.

If sold or transferred to another department:

- Receiving department must sign the form, retain a copy for their records and forward original to Accounting.
- If an inventoried item is being transferred a copy must be sent to Inventory once all signatures have been acquired.

MSU Surplus and Inventory · Departments of University Services
MSU is an affirmative-action, equal-opportunity institution.

This form may also be purchased at University Stores. Stock No. 14024920