

Dakota College at Bottineau CAMPUS REQUEST TO TRANSFER OR DELETE EQUIPMENT

Please complete this form before transferring or moving equipment from one location to another. Turn in to Vonda Berg in the Business Office.

A. DESCRIPTION OF EQUIPMENT

Inventory No.	Description	Explanation

B. TYPE OF ACTION	C. TRANSFER INFORMATION	
<input type="checkbox"/> Deletion	From	To
<input type="checkbox"/> Transfer (Complete Section C)	Program :	Program:
	Bldg. :	Bldg. :
	Room # :	Room # :

D. APPROVALS

1. Transfers Only

_____ _____
Date Transfer From

_____ _____
Date Transfer To

2. Deletions

3. Administrative

_____ _____
Date Name & Title

_____ _____
Date Property Control Officer