

WSSU Equipment Transfer Form

Instructions:

List complete WSSU tag number, if asset does not have a tag number please include serial number and new location.
Form must be signed by both department heads/chairs.

Current Location must sign and forward to New Location for signature.

Date	Description/ Manufacture	Serial Number	WSSU Tag Number	Previous Location Building/ Room Number	New/Location Building Number

Current Department: _____ **New** Department: _____

Building & Room #: _____ Building & Room #: _____

Dept. Head/Chair: _____ Dept. Head/Chair: _____

Equipment Transfer forms should only be sent to the Fixed Assets Office if the equipment has a WSSU tag number assigned to the equipment. Departments should keep copies of all transfers forms.