BAINBRIDGE COLLEGE
PROPERTY TRANSFER REQUEST

(To be used in all cases of Property Transfer and Interdepartmental Loans)

PROPERTY NUMBER	DESCRIPTION OF ITEMS (Include manufacturer, color, etc.)	SERIAL NUMBER	COST / VALUE

The above property item(s) are being: ( ) Transferred ( ) Loaned* *If item(s) are loaned, please estimate period of loan _____ Date

Transferring Department:

Dept. Name Acct. No.

Bldg. Room Date

Signature Title

Receiving Department:

Dept. Name Acct. No.

Bldg. Room Date

Signature Title

This form is **NOT** to be used if item is being taken off campus.