BAINBRIDGE COLLEGE REQUEST FOR TRANSFER - DECALED ITEMS

Physical Plant (229) 248-2558

Property Accounting: (229) 248-2520
Property Accounting Fax: (229) 248-2594

SECTION 1

PROPERTY IDENTIFICATION INFORMATION			FROM: PRESENT LOCATION		TO: NEW LOCATION		
BC Decal #	Description	Serial Number	Building Name	Room #	School #	Building #	Room #

SECTION 2

Transferred from:

_____ _____
Department Dept. #

Released by:_____ Phone:_____

Signed:_____ Date:_____
Department Head/Designated Representative

Transferred to:

_____ _____
Department Dept. #

Received by:_____ Phone:_____

Signed:_____ Date:_____
Department Head/Designated Representative

SECTION 3: Property Accounting Use:

Records Changed by:_____ Date: _____

Instructions:

1. The Department Property Coordinator will complete Section 1. If items are going to **Surplus**", enter "**SURPLUS**" as the new location.
   If items have already been moved, write '**ALREADY MOVED**" across the top of the form.
2. The Department Property Coordinator will enter the transferred from and transferred to information in Section 2
3. Send the completed form to Physical Plant,who will schedule the move/pick-up
4. Send the completed form to Property Accounting in order have items properly removed from department's inventory records
5. When the equipment is picked up by Physical Plant, the Department Head/Designated Representative will sign and date in the Transferred from area of Section
6. When the equipment is delivered by Physical Plant, the Department Head/Designated Representative will sign and date in the Transferred To area of Section
7. Upon completion of Sections 1 and 2, Physical Plant will also forward the form to Property Accounting
8. Section 3 will be completed by the Property Accounting Office