BUFFALO STATE UNIVERSITY

Inventory Update Form

Complete this form when relocating equipment within department (room to room moves) and/or when transferring equipment from department to department. Send original form to Property Control, Karner Hall 153. Retain a copy for your file.

If you have any questions, call ext. 6835.

D	EPARTMENT (Equipment coming from):	PHONE EXT	
SIGNATURE OF DEP	ARTMENT CHAIR/DIRECTOR:	DATE:	
Di	EPARTMENT (Equipment going to):	PHONE EXT	
SIGNATURE OF DEP	ARTMENT CHAIR/DIRECTOR:	DATE:	

ITEM	MAKE	MODEL	SERIAL NUMBER	FROM: BUILDING & ROOM	DEPT.	TO: BUILDING & ROOM	DEPT.