

TRINITY UNIVERSITY EQUIPMENT TRANSACTIONS

<p>_____ Director or Chair Signature Date</p> <p>_____ Vice President Signature Date</p>	<p>To: Business Office, Inventory Control</p> <p>From: _____</p> <p>_____</p> <p>Date: _____ File: _____</p>
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TYPE OF TRANSACTION (CHECK ALL APPROPRIATE BOXES)

<p><u>TRANSFERS</u></p> <p>Change in Location Only: Transfer Accountability to: Department _____</p> <p>Remove to Storage: EXCESS EQPT: OBSOLETE: Other (explain): _____ _____</p>	<p style="text-align: right;"><u>DISPOSALS</u></p> <p>Asset Missing/Stolen: (must be reported to Campus Security) Case No: _____</p> <p>Asset Traded: DPO#: _____ Amount: _____</p> <p>Asset Sold: Date: _____ Amount: \$ _____</p> <p>Sold to: _____ _____</p>
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Asset #	Equipment Description (detailed)	Serial #	QTY	COND	From Bldg/Room	To Bldg/Room

CONDITION: G-GOOD F-FAIR P - POOR W - WORN OUT

Transaction already completed – for recording purposes only

Forward to Physical Plant to initiate transaction. Contact: _____ Phone#: _____

Remarks: _____

<p>Delivered by: _____</p> <p>Received by: _____</p> <p>Date: _____</p>	<p style="text-align: center;"><u>Distribution:</u></p> <p style="text-align: center;">Send or fax one copy to the Inventory Coordinator, fax # 8090. Inventory Coordinator will distribute copies to the required department.</p>
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