Interdepartmental Property Transfers

Please complete this form and forward to:
Property Control, Campus Police Building Room 113A, or fax to 504-280-5469

This form is required to transfer equipment from a department's moveable equipment inventory.
Please complete all information required and forward to Property Control.

DATA ON EQUIPMENT

UNO Barcode # Serial # Description Location (Bldg./Room)

TRANSFERRING DEPARTMENT

Department _____ Date: _____

_____ _____ _____
Name Signature Phone

RECEIVING DEPARTMENT

Department _____ Date: _____

New Location: Building _____ Room #_____

_____ _____ _____
Name Signature Phone