RESET FORM

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PURCHASING DEPARTMENT

FURNITURE AND EQUIPMENT TRANSFER REQUEST

Requested by: _____ Date to be moved: _____ Admin. Approval: _____ Date: _____

TRANSFER FROM:	TRANSFER TO:
Department _____	Department _____
College/Site _____ Bldg. & Rm. _____	College/Site _____ Bldg. & Rm. _____

RSCCD #	DESCRIPTION/BRAND/MODEL	SERIAL #	COMMENTS

Moved by: _____ Date: _____ Received by: _____ Date: _____

Instructions:

1) Complete form by filling in the shaded areas
2) Print the completed form
3) Obtain the appropriate administrators signature
4) Forward the form to District Warehouse Operations for processing
5) Retain a copy for files