



Laredo College
WAREHOUSE TRANSFER FORM

Property Inventory Control No. _____

FROM:	DEPARTMENT NAME:	ORG #	BUILDING NAME	ROOM #:
TO:	WAREHOUSE			
TRANSFER REASON				

- FOR DISPOSAL OF CHEMICALS PLEASE CONTACT SAFETY AND RISK MANAGEMENT.
- ALL KEYBOARDS, POWER CORDS AND MOUSE NEED TO BE ORGANIZED BEFORE TRANSFER.
- ALL CPU, LAPTOPS, TABLETS, & iPad NEED TO BE DBAN BY I.T. DEPARTMENT BEFORE THE SCHEDULED TRANSFER.
- PLEASE EMAIL ALL TRANSFER FORMS TO: propertyinventory@laredo.edu

TAG NO.	DESCRIPTION	SERIAL #	CONDITION (Working or not Working)	FOR PROPERTY INVENTORY USE (Location)

REQUESTED BY:	
DIRECTOR:	
DEAN/CHAIR: (if applicable)	

FOR INFORMATION TECHNOLOGY DEPT USE

D/BAN BY:	
REQUESTED BY:	
I.T. REMARKS:	
SUPERVISOR/DIRECTOR SIGNATURE:	

PROPERTY INVENTORY USE ONLY

TRANSFERRED BY: (PRINT NAME)		SIGNATURE:		/	/
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BANNER UPDATE

Banner Update By: _____ DATE: _____