Laredo College

WAREHOUSE TRANSFER FORM

Property Inventory Control No. _____

FROM:	DEPARTMENT NAME:	ORG #	BUILDING NAME:		ROOM #:
TO:	WAREHOUSE		org code: 304063		
TRANSFER REASON					

- ALL FILE CABINETS, BOOKSHELVES, AND DESKS MUST BE EMPTIED BEFORE THE SCHEDULED MOVE.
- 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 MOVE AND THE I.T. DEPT TECHNICIAN NEEDS TO SIGN THE TRANSFER FORM BEFORE SENDING THE ASSET TO THE WAREHOUSE.
- ASE EMAIL ALL TRANSFER FORMS TO: **propertyinventory@laredo.edu**

PLEASE INCLUDE IF THE TAG HAS AN "FP" for grant OR "S" for South

TAG NO.	DESCRIPTION AND IF ASSET IS NOT WORKING (GIVE BRIEF EXPLANATION)	SERIAL #	CONDITION (Working or not Working)	FOR PROPERTY INVENTORY USE
			working or not	PPCOMP OR PPELEC DLA101 OR DLE101
			working or not	PPCOMP OR PPELEC DLA101 OR DLE101
			working or no	PPCOMP OR PPELEC DLA101 OR DLE101
			working or not	PPCOMP OR PPELEC DLA101 OR DLE101
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REQUESTED BY:	
DIRECTOR:	
DEAN/CHAIR: (if applicable)	

FOR INFORMATION TECHNOLOGY DEPT USE

D/BAN BY: (I.T. TECHNICIAN)	
I.T. REMARKS:	

PROPERTY INVENTORY USE ONLY

DELIVERED BY: (PRINT NAME)		DATE	

BANNER UPDATE

Banner Updated By: Date:

Scanned By: Date: