



Laredo College WAREHOUSE TRANSFER FORM

Property Inventory Control No. _____

FROM:	DEPARTMENT NAME:	ORG #	BUILDING NAME:	ROOM #:
TO:	WAREHOUSE			
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.**
- **PLEASE EMAIL ALL TRANSFER FORMS TO: propertyinventory@laredo.edu**

TAG NO.	DESCRIPTION	SERIAL #	CONDITION <small>(Working or not Working)</small>	FOR PROPERTY INVENTORY USE
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101
				PP118
				DLA101 OR DLE101

REQUESTED BY:	
DIRECTOR:	
DEAN/CHAIR: <small>(if applicable)</small>	

FOR INFORMATION TECHNOLOGY DEPT USE

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

PROPERTY INVENTORY USE ONLY

DELIVERED BY: (PRINT NAME)		DATE	
----------------------------	--	------	--

BANNER UPDATE

Banner Updated By:	Date:
Scanned By:	Date: