

Business & Finance

Nashville State Community College
120 White Bridge Rd
Nashville, Tennessee 37209



Member of



This Request is for:

SURPLUS

TRANSFER TO ROOM

Equipment Surplus & Transfer Form

A Number:

Employee Name:

Date:

Department:

Tag Number

Description

Current Location

Condition

Good Fair Poor

Reason:

Transfer Received by (Transfer Only): _____ Date: _____
The person receiving should sign and forward to the Property Manager.

The department recommends the equipment to be (Surplus Only):

- | | |
|------------------------------------|-----------------------|
| Trade-in | Scrap for spare parts |
| Store for future usage | Destroy |
| Send to Central Receiving for Sale | Donate to |

Reason:

Signatures (Surplus Only):

Dean\Director: _____ Date: _____

Computer Services Department (if required): _____ Date: _____

Property Manager: _____ Date: _____

Vice President: _____ Date: _____

Continued:

Tag Number

Description

Current Location

Condition
Good Fair Poor