

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

Employee Name:

Phone Number:

Date:

Department:

NSCC
Tag Number

Serial Number

Description

Current
Location

Condition
Good Fair Poor

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:

NSCC <u>Tag Number</u>	<u>Serial Number</u>	<u>Description</u>	Current <u>Location</u>	<u>Condition</u> Good Fair Poor
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