

## Business & Finance

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



Date:

### **Equipment Removal Form**

#### **Equipment Information**

Description:

NSCC Tag Number:

Serial Number:

Reason for Removal:      Warranty Repairs

Non-Warranty Repairs (PO Number)

Off-Site Maintenance

Other

Approximate Date to be Returned:

Please return to Room

between the hours of

and

#### **Vendor Information**

A Number:

Name:

Address:

City:

State:

Zip Code:

#### **Additional Information**

**Signatures:** Once signatures have been obtain please forward the original form to the Property Manager

Division/Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Return Information**

Date Returned: \_\_\_\_\_ By: \_\_\_\_\_

Receiver: \_\_\_\_\_ Date: \_\_\_\_\_