

SUBMITTED BY \_\_\_\_\_  
 SCHOOL \_\_\_\_\_

# EQUIPMENT TRANSFER LOG

DATA ENTRY ON \_\_/\_\_/\_\_  
 ENTERED BY \_\_\_\_\_

EQUIPMENT (FURNISHINGS)	BARCODE NUMBER (QTY)	FROM ROOM USE ROOM BARCODE	CAMPUS	TO ROOM USE ROOM BARCODE	CAMPUS	DATE OF TRANSFER	ACKNOWLEDGED BY SENDER	ACKNOWLEDGED BY RECEIVER
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		
						/ /		

THE ABOVE ITEMS ARE AUTHORIZED FOR TRANSFER

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE
\_\_\_\_\_  
DATE
\_\_\_\_\_  
\*SUPERVISOR'S SIGNATURE (OF RECEIVING FACILITY)
\_\_\_\_\_  
DATE

\*BOTH THE SENDING AND RECEIVING SUPERVISOR'S SIGNATURES ARE NEEDED FOR BETWEEN FACILITY TRANSFER