

DEPARTMENTAL TRANSFERS AND DISPOSALS

SECTION A – TRANSFER FROM			
DEPARTMENT NAME _____	ACCOUNT NUMBER _____		
BUILDING _____	ROOM NUMBER _____	DATE _____	
RESPONSIBLE PERSON _____	SIGNATURE _____		
THIS IS A: LOAN <input type="checkbox"/>	HOW LONG? <input type="checkbox"/>	TRANSFER <input type="checkbox"/>	DISPOSAL <input type="checkbox"/>

SECTION B – TRANSFER TO			
DEPARTMENT NAME _____	ACCOUNT NUMBER _____		
BUILDING _____	ROOM NUMBER _____	DATE _____	
RESPONSIBLE PERSON _____	SIGNATURE _____		

SECTION C – PROPERTY IDENTIFICATION			
DESCRIPTION	SERIAL NUMBER	TAG NUMBER	SALVAGE AMOUNT
TOTAL →			

SCAN TO: inventory@hamptonu.edu

APPROVED BY: _____
 Dylisha Robertson
Assistant Comptroller for Business & Operations