

**REQUEST FOR TRANSFER OF
METROPOLITAN COMMUNITY COLLEGE
EQUIPMENT**

From: Campus _____ Bldg. _____ Room No. _____
To: Campus _____ Bldg. _____ Room No. _____

From: Dept ID No. _____
To: Dept ID No. _____

To Accounting Dept: _____

Description _____

Manufactured By: _____

Model No. _____

Serial No. _____

Reason for Transfer: _____

Equipment Asset No. _____

Originator _____

Get Asset No. from MCC's bar code
attached to equipment

Director/Manager _____

Example: ↙

Date _____

