Please Note: *Utilize when equipment is to be used again at a future date by the initiating department (requests for transfer and disposal should be made through the Equipment Transfer and Disposal form). Department is to complete Parts I and II, then forward to the Budget and Finance Office.*

INTERIM STORAGE--EQUIPMENT

(Suggested use is for time periods of one year or less)

I. Description of Item (s)	OTC Tag #	Manufacturer #	Serial #

II. Present Location:

Building _____ Room Number _____ Department _____

Signature of Person Requesting Action _____ Date _____

Vice President Approval _____ Date _____

III. Forward to Budget and Finance Office – Fixed Assets

Location Noted in Fixed Asset Record.

Date _____

IV. Forward to the Director of Facilities and Grounds

New location:

Building _____ Room Number _____ Department _____ Date _____

V. Return to the Budget and Finance Office at Release.

June 05