



Detail Equipment Request to Transfer
(Must be completed for each equipment item)

Barcode and/or old tag #: _____
Description: _____
Manufacturer: _____
Model #: _____
Serial #: _____
Grant/Contract Banner Funds: _____
Purchase Price: _____ Estimated Value: _____
Responsible Department: _____ Condition: _____
Current Location: _____

For Office Use Only			
Acquisition Method:	_____	Acquisition Date:	_____
Purchase Order:	_____	Title:	_____
Approved for Transfer:	No Cost _____	Surplus _____	Not Approved _____

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**Office of the University Controller**

Fixed Assets and Equipment Inventory Services
201 Southgate Center (0312)
Blacksburg, Virginia 24061
540/231-6418 Fax: 540/231-7221
<http://www.controller.vt.edu/>

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Invent the Future