



REID STATE TECHNICAL COLLEGE
Evergreen, Alabama

Departmental Transfer/Loan

- Permanent Transfer
- Loan

Inventory Number _____

Description of item _____

From _____ Department to _____ Department

Reason for transfer _____

Signature of person releasing equipment _____

Signature of person receiving equipment _____

Approved by College President _____

Approved by Business Manager _____

Approved by Dean/Dept. Chair _____

Date of transfer _____

Please complete this form whenever equipment is transferred from one department to another. The completed form should be given to the fiscal office accountant in the Business Office.

INSTRUCTIONS

1. Complete transfer form.
2. Secure signatures of persons releasing and receiving equipment.
3. Secure all approvals prior to transfer.
4. Submit completed transfer form to Business Office for processing.

Accounting Department

Processed: Date _____ Initials _____

New Inventory Number _____