

Harvard University

Equipment Transfer Notification

This form indicates transfers of equipment between departments or to other institutions. Information should be used to update location records in inventory. Form should be validated with authorized signature.

1. Equipment requested to be transferred:

Tag No.	Description	Titled to:	
Acquisition Cost	Acquisition Date	Current location: Bldg.	Room
Intended new location: Bldg. Room		Institution name and address if not Harvard	

Tag No.	Description	Titled to:	
Acquisition Cost	Acquisition Date	Current location: Bldg.	Room
Intended new location: Bldg. Room		Institution name and address if not Harvard	

(attach additional forms if necessary)

2. Department approval of equipment transfer

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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