BUFFALO STATE COLLEGE

Inventory Update Form

Complete this form when relocating equipment within department (room to room moves) and/or when transferring equipment from department to department. Send original form to Business Services, Moore Hall 124. Retain a copy for your file. If you have any questions, call ext. 6835.

DEPARTMENT (Equipment coming from): _____ PHONE EXT. _____

SIGNATURE OF DEPARTMENT CHAIR/DIRECTOR:_____ DATE:_____

DEPARTMENT (Equipment going to): _____ PHONE EXT. _____

SIGNATURE OF DEPARTMENT CHAIR/DIRECTOR:_____ DATE:_____

ITEM	MAKE	MODEL	SERIAL NUMBER	RF TAG # OR SUCB	FROM: BUILDING & ROOM	DEPT.	TO: BUILDING & ROOM	DEPT.