

Utah State University
**INTENT TO TRANSFER/SELL
EQUIPMENT ON CAMPUS**

(THIS FORM IS ONLY USED FOR EQUIPMENT BEING SOLD OR TRANSFERRED ON CAMPUS)

SELL

Transfer

TRANSFERRING/SELLING DEPARTMENT

DEPARTMENT NAME		UMC	TELEPHONE NO.	
NAME (PRINT)	TITLE	SIGNATURE		DATE

RECEIVING/PURCHASING DEPARTMENT

DEPARTMENT NAME		UMC	TELEPHONE NO.	
NAME (PRINT)	TITLE	SIGNATURE		DATE

EQUIPMENT SECTION

Inventory Number	Description	New Location	New Responsible Person	Sale Price