

# SUNY NEW PALTZ INTERNAL EQUIPMENT TRANSFER NOTIFICATION

PLEASE NOTIFY PROPERTY CONTROL WHEN AN ITEM HAS BEEN TRANSFERRED TO ANOTHER DEPARTMENT.

SUNY ASSET # \_\_\_\_\_

DESCRIPTION OF ITEM (MANUFACTURER / MODEL # /SERIAL #): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*THE ITEM HAS BEEN TRANSFERRED:

**FROM:** BUILDING \_\_\_\_\_ ROOM# \_\_\_\_\_, DEPARTMENT # \_\_\_\_\_

BY \_\_\_\_\_.

SIGNATURE & DATE

**TO:** BUILDING \_\_\_\_\_ ROOM# \_\_\_\_\_, DEPARTMENT # \_\_\_\_\_

AND WAS RECEIVED BY \_\_\_\_\_.

SIGNATURE & DATE

PLEASE SUBMIT THIS FORM TO:

PROPERTY CONTROL COORDINATOR X3331 SB-  
RECEIVING DEPT.  
FAX: 845-257-3314  
EMAIL: PROPERTYCONTROL@NEWPALTZ.EDU