

SUNY NEW PALTZ
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 X3269
SB- RECEIVING DEPT.
FAX: 914-257-3314