University Computer Services Center
EQUIPMENT TRANSFER FORM

Control No:

Property No: _____
Date: _____

Please Check

☐ Pull-Out ☐ Transfer of Unit
☐ Standby Unit ☐ Return of Unit

ITEM: ☐ **Computer** ☐ **Printer** ☐ **Others, specify** _____
Description: _____

_____ _____
Department/Unit **Serial Number**

Reason/s and/or Action/s Made

Noted: **for UCSC:**

_____ _____
Dept/Unit Head

Original – UCSC; Duplicate – Requestor
Form No.: UCS-F0RM-07
Rev 0 / June 2004

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