How to use fill-in PDF E-Forms

Please reset the form after you have printed it!

GEORGIA SOUTHWESTERN STATE UNIVERSITY

EQUIPMENT TRANSFER FORM

INSTRUCTIONS: Complete Equipment Transfer Form prior to actual transfer and *forward to Department of Materials Management.* Arrangements will be conducted by Materials Management for disposal of Surplus Equipment and Supplies.

			TRANSFER TO:				
Line Item	**Qty**	**DESCRIPTION** Include Make, Model, Serial Number, GSW State University Decal Number	**Department**	**Building**	**Room**	**Surplus**	**Condition***: **Good, Fair, Poor, Scrap**

Authorized By: _____

Signature: _____

Department:

Date:

* CONDITION description:
GOOD – functionally operational
FAIR – limited repairs necessary
POOR – major repairs necessary
SCRAP – item has no value except for basic material content

PRINT FORM RESET FORM