

CENTRAL WASHINGTON UNIVERSITY

PROPERTY MANAGEMENT



REPORT OF INTERDEPARTMENTAL TRANSFERS, DECLARATION OF SURPLUS OR LOST AND STOLEN EQUIPMENT

CHOOSE ONE: **TRANSFER** **SURPLUS** **STOLEN** **LOST** **DATE** _____

CWU NUMBER	DESCRIPTION	SERIAL NUMBER	TRANSFERRED FROM DEPT	TRANSFERRED TO DEPT	AMOUNT PAID

The responsibility for safeguarding state-owned equipment rests with the department chairman or administrator to whom the equipment is assigned.

INSTRUCTIONS:

1. When equipment bearing an inventory tag number is to be transferred from one department to another, the department when releasing equipment must notify the Inventory Control Officer, within 5 days of physical transfer, by use of this form. In the absence of such notification, the releasing department remains charged with responsibility for the equipment.
2. All surplus state-owned property WHETHER TAGGED OR NOT should be turned in to the Inventory Control Officer as soon as it is determined to be no longer needed.
3. A description of lost or stolen equipment must be reported to the Campus Police and to the Inventory Control Officer immediately upon realization that the equipment is missing.
4. Under no circumstances shall CWU inventory tags be removed from state-owned equipment.

RELEASED

BY: _____

(signature)

DATE: _____

RELEASED

TO: _____

(signature)

DATE: _____

FROM DEPARTMENT: _____

TO DEPARTMENT: _____

The releasing department shall obtain signatures above, and forward this form to the Inventory Control Officer, c/o Purchasing. The Inventory Control Officer will provide the receiving signature for equipment declared surplus.