BUFFALO STATE COLLEGE

Inventory Update Form

Complete this form when relocating equipment within department (room to room moves) and/or when transferring equipment from department to department.

Original form to Business Services, CU 112A
Retain a copy for your records
If you have any questions, call ext. 6835

DEPARTMENT: _____ PHONE EXT. _____ AUTHORIZED SIGNATURE: _____ DATE: _____

ITEM	MAKE	MODEL	SERIAL NUMBER	RF TAG # OR SUCB TAG	FROM: BUILDING & ROOM	DEPT.	TO: BUILDING & ROOM	DEPT.