

Directions: Complete the form as shown on the "sample" line. Have building/department supervisor sign the request. Send the original to Terry Gegner at Support Services who will arrange for pick up. Retain a copy for your building records.

ISBN number If none, please indicate so	Title	Author	Quantity	Move from (Rm #/Area)	Move to
<i>SAMPLE</i> 9780743273565	<i>The Great Gatsby</i>	<i>F Scott Fitzgerald</i>	<i>5 each</i>	<i>Rm #A114</i>	<i>Surplus</i>

Printed Name of Staff

Staff Signature _____

Signature of Supervisor
Requesting Transfer _____

Site _____

Date _____

No equipment will be moved between locations without this completed and signed form.