



Date _____
Move Must Be _____
Completed By _____

EQUIPMENT TRANSFER FORM

(Detailed Instructions on pg. 23 of PCS User Manual)

✓ If movers are required

✓ ASSET # ITEM

FROM

TO

BUILDING ROOM ACCOUNT FLR

BUILDING ROOM ACCOUNT FLR

		FROM				TO				
	ASSET #	ITEM	BUILDING	ROOM	ACCOUNT	FLR	BUILDING	ROOM	ACCOUNT	FLR

MOVED BY _____
F&P or HOSP. HKPG. SIGN.
ON _____
DATE

LOCATION UNIT (FROM)

UNIT EQUIPMENT COORDINATOR SIGNATURE

LOCATION UNIT (TO)

UNIT EQUIPMENT COORDINATOR SIGNATURE

NOTE: Return form to Property Control, Box 82
AFTER move is completed.

NOTE: Send form to Property Control, Box 82

NOTE: Return form to Property Control, Box 82
AFTER Receipt of items(s).