AUBURN UNIVERSITY

Property Services Equipment Transactions

Department Name: Depa				partment No:		
DEPT NAME	FROM:			TO:		
BUILDING			LISTED BELOW			
FLOOR			u			
ROOM(s)				"		
CITY & COUNTY				"		
EQUIPMENT - DESCRIPTION	SERIAL NUMBER	P.C. NUMBER		BUILDING	ROOM	
	TYPE OF TRANS	SACTION (CHE	ECK	ONE)		
CHANGE IN LOCATION:	CHANGE IN LOCATION: ROOM FACILITY			TIES ASSISTANCE NEEDED FOR MOVE		
CHANGE IN LOCATION:	EIN LOCATION: <u>BLDG</u> & <u>ROOM</u> EQPT SURPLUS OR EXCESS TO PROPERTY SERVICES					
CHANGE IN LOCATION: <u>DEPT</u> - <u>BLDG</u> - <u>ROOM</u> OTHER (EXPLAIN)						
APPROVAL: The undersigned acknowledges	COPIES:	1. White (Original) to Property Services				
hereon is the Property of Auburn	· -	Yellow to Property Services				
.,.,		3. Pink to Department				
SIGNED:(Dean-Director-Dept Head or Acct Officer)		DATF:	DATE:			

(Dear BO 80-01 (Rev 12/99)