SAINT JOSEPH'S UNIVERSITY
Notice of Transfer of Equipment and Furnishings
5600 City Avenue • Philadelphia, PA 19131

This form to be used for transfer of equipment and furnishings from one location to another and is to be completed by department from which equipment and furnishings are to be transferred.

Date _____

PRESENT LOCATION: _____
Building Department Room Number

TO BE MOVED TO: _____
Building Department Room Number

QUANTITY	DESCRIPTION INCLUDE MFG., MODEL NO. & SERIAL NO. (IF EQUIPMENT)	APPROXIMATE COST OF ORIGINAL ACQUISITION	

TRANSFER AUTHORIZED BY: _____ ACCOUNT NO. _____

Is move to be temporary? YES ❑ NO ❑

If yes, please designate approximate date it will return to present location: _____

ADDITIONAL FORMS MAY BE OBTAINED FROM THE PURCHASING DEPT.