



## NOTICE OF INVENTORY TRANSFER

*To be completed by manager requesting transfer*

Equipment Description: \_\_\_\_\_

Serial No.: \_\_\_\_\_ H-GAC Asset # \_\_\_\_\_

Organization initiating move: \_\_\_\_\_

Date notice sent: \_\_\_\_\_

Date of anticipated move: \_\_\_\_\_

Moving from (Site Location Address): \_\_\_\_\_

\_\_\_\_\_

Moving to (Site Location Address): \_\_\_\_\_

\_\_\_\_\_

*(forward copies to H-GAC Workforce Contract Management & manager at location of equipment)*

*To be completed at time of equipment moves*

Signature of career center manager releasing equipment \_\_\_\_\_

Initials of person moving the equipment \_\_\_\_\_

Date \_\_\_\_\_

Signature of career center manager receiving equipment \_\_\_\_\_

Date \_\_\_\_\_

*(forward copy of fully completed form to Workforce Contract Management at H-GAC)*