



SLCC Department to Department Transfer Form

2675 South 900 West, Salt Lake City, UT 84119
(801) 957-2203 FAX: (801) 957-2206

Work Order Number:

From: Department transferring from: _____
 Date _____
 Building & Room No: _____
 Contact Person: _____ Ext: _____
 Org. Index Code: _____
 Budget Manager: _____

To: Department transferring to: _____
 Date: _____ Division: _____
 Building & Room No: _____
 Contact Person: _____ Ext: _____
 Org. Index Code: _____
 Budget Manager and S# _____
 Budget Manager Signature _____

Department Information						
Line	Qty:	Item Description (Make,Model, Brand,Color,Type)	MANUFACTURER SERIAL NUMBER	Asset Number	Location to be Delivered	Delivered by (Signed)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Ensure all power cords, cable, software, etc., are included with item(s) for Surplus

Check box if Federal Asset Item has been cleared with SLCC Federal Grants Office. Contact Natalie Grange @ (801) 957-4676