

This form is to be used when updating the Budget Center Manager/Custodian of a tagged asset. Do NOT use this form if you need College property physically moved to a new location – contact FIXIT.

EMAIL COMPLETED FORMS TO PROPERTY CONTROL AT PROPERTYCONTROL@SLCC.EDU

TRANSFERRING FROM	TRANSFERRING TO	
Department/Division:	Department/Division:	
BCM Name:	BCM Name:	
BCM SIGNATURE:	BCM S-Number:	
Contact Person : Ext	BCM SIGNATURE:	
	Contact Person: Ext	

ASSET TAG NUMBER	ASSET DESCRIPTION (make, model, brand)	MANUFACTURER SERIAL NUMBER	NEW LOCATION	NEW ORG CODE