

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 |
|---------------------|---|-------------------------------|-----------------|-----------------|
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