ST. NORBERT COLLEGE
INVENTORY CONTROL FORM

To: Accounting Service Office, Accountant
From:
Date:

TRANSFER

When transferring equipment and furnishings to a new location, please fill out the following information.

TAG NUMBER	OLD LOCATION (Building & Room No..)	NEW LOCATION (Building & Room No.)	BRIEF DESCRIPTION

DISPOSALS

Departments that wish to dispose of an asset must seek prior approval from the Controller. Disposing occurs when an item is traded, sold, discarded or donated. When disposing of equipment and furnishings, please attach the green St.. Norbert College tag(s) to the bottom of this sheet.

Please note if the disposed asset was purchased with endowment or grant funds.