This is a data entry form. Click in a text box to enter data. Click beside date and above signature. Enter your email address as signature. When complete save as file and email to bargersl@muohio.edu.

REPORT OF CHANGE IN EQUIPMENT LOCATION
MIAMI UNIVERSITY
OXFORD, OHIO

Date_____

Miami Equip # /Barcode#	Transferred From Department	Transferred To			Equipment Description	Serial Number	Type of Move	
		Building	Room	Dept			Perm	Temp

_____

Signature: DEPARTMENT CHAIR OR REPRESENTATIVE

PLEASE SIGN AND RETURN TO: General Accounting-Inventory Control, 107 Roudebush Hall
For questions or concerns contact: General Accounting-Inventory Control, generalaccounting@muohio.edu, 529-1789