

**E-34a Equipment Transfer Form**

*\*If you are requesting the transfer of technology assets, an E-34 MIS Form must be initiated from an MIS Support Manager. See instructions for the E-34 MIS Form SOP on the Faculty/Staff Forms Webpage\**

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| **Description** | **Inventory Number** | **Serial Number** | | | **New Department** | **New Building** | | | **New Room #** |
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| Department Head Releasing (Print Name) | | |  | Signature | | |  | Date | |
|  | | |  |  | | |  |  | |
| Department Head Receiving (Print Name) | | |  | Signature | | |  | Date | |
|  | | |  |  | | |  |  | |
| Property Control Office (Print Name) | | |  | Signature | | |  | Date | |

An E-34a Form is to be completed by a faculty or staff member any time equipment is transferred from one department to another. The faculty or staff member wanting to transfer assets will complete this form and forward to appropriate parties for signatures. After all parties have signed and received copies, Property Control will update Colleague with new building, room, and *department* codes *responsible for asset control*. E-34a Forms are used to promote individual and departmental accountability over College resources. Accurate tracking is vital to minimizing risk and financial loss. For improved document control and automation, this form is also available in DocuSign as template E-34a Equipment Transfer Form.