




Lewis-Clark State College

Tagged Inventory Internal Transfer

This form is to be used for internal transfer of tagged items to another LCSC department. To initiate the transfer of items, complete this form. Once the form is completed, the originating department shall forward a copy to coap@lcsc and either Physical Plant or IT as needed and items can be transferred.

	LCSC Tag Number 	Item Description	Manufacturer	Serial # or VIN# 	If applicable, IDG# 	Date PP or IT Notified
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

<p>Originating Department</p> <p>Department:</p> <p>Department Head Authorizing transfer:</p> <p>Department Head's signature & date:</p>	<p>Receiving Department</p> <p>Department:</p> <p>Department Head Authorizing receipt:</p> <p>Department Head's signature & date:</p>
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