WINTHROP UNIVERSITY

Change in University Property

(To be used in all cases of transfer between Accountable Officers)

The equipment listed below is being moved as indicated. Please make the appropriate changes to the computerized inventory.

| FIOIII IO | | | | |
|-----------------------------------|--------------|------------|--|------|
| Dept. Building # | Room # | Dept | Dept. Building # Room # | |
| Item Description | WU Decal No. | Serial No. | Reason (if Temporary, date to be returned) | |
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| | | | | |
| Transferring Department: | | Receivii | ng Department: | |
| Signature of Accountable Officer: | | Signatu | Signature of Accountable Officer: | |
| | Date | | | Date |

Original to Controller Department, 19 Tillman Retain a Department File Copy

Property Control Form No. I-3