

Bronx Community College
of the City University of New York
Property Management Office, Loew Annex 09
P: (718)289-5262 E: propertymanagement@bcc.cuny.edu

Equipment Transfer Form
INTRA/INTER-DEPARTMENT

Please return the completed form to the Property Management Office.

Sender: Date Transferred: _____ Department: _____ Bldg/Rm: _____ Phone: (718)289-_____ Fax: (718)289-_____ Name: _____ Signature: _____ Date: _____	Receiver: Date Received: _____ Department: _____ Bldg/Rm: _____ Phone: (718)289-_____ Fax: (718)289-_____ Name: _____ Signature: _____ Date: _____
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BCC Tag #	Description	Manufacturer	Model #	Serial #
1. BCC-				
2. BCC-				
3. BCC-				
4. BCC-				
5. BCC-				
6. BCC-				
7. BCC-				
8. BCC-				
9. BCC-				
10. BCC-				

TERMS OF AGREEMENT

The signature of the receiver declares that his/her Department has taken possession of the item(s) listed above. The Department understands that it is responsible for safeguarding and maintaining the equipment in accordance with College polity. The Department further understands that it is required to account for said items during the College's annual re-inventory and/or upon demand by the College.