

BRADLEY UNIVERSITY PROPERTY CONTROL FORM

DEPARTMENT: _____ DATE: _____

Please indicate type of Disposal:

____ Transfer ____ Sale * ____ Trade-in
____ Stolen** ____ Scrapped ____ Other

Equip. Description***	BU Tag #	Serial #	Transfer to Dept.	New Location (Bldg & Rm #)

Department Chairman

Dean or Director

FOR TRANSFERS ONLY:

Receiving Department Chairman

Dean or Director

REASON FOR DISPOSITION OR TRANSFER

- * Cash proceeds must be deposited to a University Equipment Account.
- ** File a report with Security Office (Ext. 2000).
- *** If more space is needed for itemizing equipment, attach a list and indicate "see attached list" on the form.