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| St. Norbert College Logo | ST. NORBERT COLLEGE  **INVENTORY CONTROL FORM** |

To: Finance Office, Assistant Finance Director

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| From: |  |
| Date: |  |

# TRANSFER

When transferring equipment and furnishings to a new location, please fill out the following information.

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| TAG NUMBER | **OLD LOCATION**  (Building & Room No..) | **NEW LOCATION**  (Building & Room No.) | **BRIEF DESCRIPTION** |
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### **DISPOSALS**

When disposing of equipment and furnishings, please attach the green St.. Norbert College tag(s) to the bottom of this sheet. Disposing occurs when an item is traded, sold, discarded or donated.

Please note if the disposed asset was purchased with endowment or grant funds.