

**UNIVERSITY OF SOUTH CAROLINA
PURCHASING DEPARTMENT
PROPERTY / FURNITURE TURN-IN / TRANSFER REQUEST**

Date

Initializing Department

Account Nr.

Fund Nr.

Phone Nr.

Item	Mfg. Ser. Nr.	USC Nr.	From Bldg / Rm Nr.	To Bldg / Rm Nr.	Reason	Operational	
						Yes	No

Health and Safety has verified that these items are free of Radiation, Biological, and / or Chemical Hazards.

Initialing Department Head Signature

Department Accepting Transferred Equipment Signature Account Nr. Fund Nr. Phone Number

