

Department of Culture, Recreation & Tourism // Office of Cultural Development
TRANSFER OF COMPUTER EQUIPMENT
To be used for transfer of any OCD computer equipment

*Form is to be retained in the office of the employee whose equipment is transferred
while the equipment is out of that employee's possession.*

LPAA property control # (if any) 377-

I/S Control #

date removed: _____

employee removed from: _____

Room # _____

employee releasing computer equipment: _____

I/S employee accepting computer equipment: _____

PURPOSE FOR TRANSFERRING COMPUTER EQUIPMENT:

date returned: _____

employee returned to : _____

Room # _____

employee accepting computer equipment: _____

I/S employee returning computer equipment: _____