

NEVADA SYSTEM of HIGHER EDUCATION BUSINESS CENTER NORTH, PURCHASING DEPARTMENT

Telephone: (775) 784-6552 Fax: (775) 784-6017

Mail Stop 0242

Reno, Nevada 89557-0242

Property Transfer Form

Nevada System of Higher Education Business Center North Equipment Management Section

Check One	:				
SCS	DRI	GBC	TMCC	UNR	WNC
Inventory Tag Number/ Description					
From: Cost Center					
To: Cost Center					
Location (Building and Room Number)					
Unit					
Additional Worktags					
Fund					
Function					
Program					
Grant					
Signatures Required to Comp Original Custodian			&		
Print	Name	Phone	&Signature		Date
New Custodian			& Signature		
Print	Name	Phone	Signature		Date
Please retain a copy for your records. When complete, return to the Purchasing Department. Mail Stop: 242 Phone: (775) 784-6552					

Business Center North - Purchasing Department Desert Research Institute • Great Basin College • Truckee Meadows Community College • University of Nevada, Reno • Western Nevada College http://www.bcn-nshe.org