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 Complete Transaction

Original Custodian_____ & _____
Print Name Phone Signature Date

New Custodian _____ & _____
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