



Massachusetts College of Liberal Arts (MCLA)
Inventory Control: Property Location Change Form

Reviewed January 2014

Type of Change

- To a different department
Out for repair*
Disposal from department
To storage
To a different building
Disposal from storage
To an off campus location
Loan of property

* Equipment being shipped off-campus for repair must be logged out through Shipping and Receiving

Description of Property

Table with 5 columns: Tag#, Serial #, Description, Location From, Location to. Multiple empty rows for data entry.

Person Removing Property Date

Department Approval Date

Property Officer Date

Date Removed:

Date Returned: