



NEVADA SYSTEM of HIGHER EDUCATION
BUSINESS CENTER NORTH, PURCHASING DEPARTMENT

Mail Stop 0242 Reno, Nevada 89557-0242

Telephone: (775) 784-6552

Fax: (775) 784-6017

Property Transfer Form

Nevada System of Higher Education Business Center North
Equipment Management Section

Check One

NSHE/SCS

DRI

GBC

TMCC

UNR

WNC

Current Reporting Department	Transfer to Department	From: Floc	To: Floc	Inventory Tag Number/Description	New Room Number

Signatures Required to Complete Transaction

Original Custodian _____ & _____
Print Name Phone Sign Date

New Custodian _____ & _____
Print Name Phone Sign Date

Please retain a copy for your records

When complete return to the Purchasing Department at Mail Stop 0242 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>