



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

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NSHE/SCS

☐

DRI

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GBC

☐

TMCC

☐

UNR

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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>