# **Transfer Inventory Sheet**

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| Office |  | Date of Request |  |
| Staff |  | Location |  |

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| Asset Number | SERIAL/ID | Item Description/Vendor | Purchase  Price | Purchase Date | Transfer From | Transfer To | Condition |
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|  | Requested by: |  | | | | | Date |
|  | Approved by: |  | | | | | Date |
|  | Received by: |  | | | | | Date |