# **Transfer Inventory Sheet**

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| Office |  | Date |  |
| 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 | | |
| Removed by: | |  | | | | | Date | | |