Atlantic Cape Community College

Procedure 707.1 Supplement - EQUIPMENT RELOCATION REQUEST

Physical Plant Department Date_____ Completion Date_____ Requested By_____ APPROVED BY

Divis

Division Chair Department Chair

MATERIALS TO BE MOVED:

All books, loose items are to be packed in boxes marked with name and new location. Plant equipment, typewriter, files, etc. must be itemized below. Desks, chairs, bookcases will not be moved unless replacement is not available.

EQUIPMENT DESCRIPTION	Atlantic Cape DECAL Nos. & Letters	From	То
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		•	•
		•	
		•	•
		•	•
		•	•
			•

Administration Approval_______(for off-campus removal)

Completion Date_____

Completed by_____(signature)

Date_____

Copy to Purchasing for Inventory Update