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OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3017      EQUIPMENT INVENTORY TRANSFER**

Departments requesting to transfer an inventoried item shall notify the Material Control Department in writing. The Material Control Department will prepare the Transfer Form and obtain the signatures of the accounting unit head requesting the transfer and the accounting unit head accepting responsibility for the item being transferred. The transfer will be processed by the Material Control Department upon receipt of the authorized Transfer Form.

Effective Date:    12-07-1998