



WAYNE STATE
UNIVERSITY

WSU Property Management
5700 Cass Ave., Suite 4602
Detroit, Michigan 48202
(313) 577-3698
(313) 577-9639

Surplus Equipment Departmental Transfer Form

Date

Requestor Name & Title

Name of Department

requests the transfer of the following items from Property Surplus Warehouse located at 1200 Holden St. to
aforementioned department.

TAG #	DESCRIPTION	BUILDING ADDRESS	ROOM NUMBER

Signature Approval of Departmental Chairperson, Dean, Director or other Authorized Official must be obtained
prior to processing.

Authorized Signature

Title/Department

Phone Ext.