

# NAUGATUCK VALLEY COMMUNITY COLLEGE

## Record of Property Transferred from Other Organizations

<b>Mail, Fax or PDF the entire package to: Receiving Department</b>		
<b>DEPARTMENT:</b>		
<b>NAME:</b>		
<b>BUILDING:</b>	<b>FLOOR:</b>	<b>ROOM #:</b>
<b>MAIL CODE:</b>		
<b>ACQUIRED FROM:</b>	<b>CONTACT:</b>	
<b>INSTITUTION/COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	
<b>COMPLETE THE FOLLOWING INFORMATION FOR TRANSFER:</b>		
<b>DESCRIPTION:</b>		
<b>MAKE:</b>		
<b>SERIAL NUMBER:</b>		
<b>SIZE:</b>		
<b>OTHER PERTINENT INFORMATION:</b>		
<b>DATE ACQUIRED:</b>	<b>PERMANENT LOCATION:</b>	
<b>ORIGINAL ACQUISITION COST:</b>	<b>ORIGINAL ACQUISITION DATE:</b>	
<b>CONDITION OF TRANSFER: (If Any)</b>		
<b>Signatures:</b>		<b>Date</b>
1. DEPARTMENT HEAD		
2. DEAN (If Applies)		
<b>FURTHER INSTRUCTIONS</b>		
<ol style="list-style-type: none"> <li>1. Include a copy of any relevant documents.</li> <li>2. Item(s) become Institutional property and will not be available for transfer outside NVCC.</li> </ol>		