

ISSUE/TRANSFER REQUEST FORM INSTRUCTIONS

If merchandise is being transferred to Surplus or to other department, please complete Section 1 and 3 (a, b and c). The Issue/Transfer Request Form must be signed by the transferee and transferor and attached to any merchandise that is sent to Surplus. (Please keep a copy of the form for your yearly inventory reconciliation.)

If merchandise is being moved to a different physical location within your department, please complete Section 2 and 3 (a, b and c). The Issue/Transfer Request Form must be signed by the transferee and transferor and be submitted to the Receiving Department for inventory accountability. (Please keep a copy of the form for your yearly inventory reconciliation.)

If you have questions regarding the form, please contact the Receiving Department at receiving@tamiu.edu