Jackson State University
Computing and Communications
Voice: 601.979.2005 ~ Fax: 601.979.0308

Process of Equipment Transfer Form

Active Directory and Support Services
1. Technicians will complete the *Equipment Transfer Form* when equipment is transferred to another department from the Department of Computing and Communications and when equipment is transferred into the Department of Computing and Communications.
2. The completed transfers will be turned into appropriate area manager.
3. Appropriate area manager will turn them into Documentation Team (Carrie's Team) by Thursdays at 4:00 p.m.
4. Documentation Team will add the form (s) to the equipment transfer database and scan as an electronic record for DCC.
5. Original *Equipment Transfer Form (s)* will be submitted to the Office of Inventory every Friday by noon.

Please Note: Equipment Transfer Forms maybe turned in daily.

Michael Robinson, Director
Dr. Carrie A. Kirkland, Technical Writer