UNIVERSITY AT ALBANY
State University of New York

Division of Finance and Business
Institutional Services
518/437-4570

1400 Washington Avenue
Albany, New York 12222

Click to Reset Form

SURPLUS SHOP TRANSFER REQUEST FORM

INSTRUCTIONS:
Complete all sections regarding the item(s) you wish to request from our Surplus Shop to be transferred to your departmental account. The Office of Equipment Management will then contact you in regards to your request.

Item Number	Item Description	New location of asset Building/Room	OEM Approval

Account Manager: _____ Phone: _____

Account Number: _____ Date: _____

Contact Person: _____ Phone: _____
(Please Print)

Click to Submit Form via Email