## Atlantic Cape Community College

## Procedure 707.1 Supplement - EQUIPMENT RELOCATION REQUEST

Physical Plant	Department	Date
Completion Date	e	Requested By
APPROVED BY	Division Cha	 ir Department Chair

## MATERIALS TO BE MOVED:

All books, loose items are to be packed in boxes marked with name and new location. Plant equipment, typewriter, files, etc. must be itemized below. Desks, chairs, bookcases will not be moved unless replacement is not available.

EQUIPMENT DESCRIPTION	Atlantic Cape DECAL Nos. & Letters	From	То
		·	
		·	
		·	

Administration Approval(for off-campus removal)	
Completion Date	
Completed by (signature)	
Date	
Copy to Purchasing for Inve	ntory Update