

**HAZARD COMMUNITY & TECHNICAL COLLEGE
TEMPORARY TRANSFER SHEET**

(PLEASE PRINT AND ATTACH THIS SHEET TO THE PC BEFORE MOVING IT)

PROPERTY TAG # _____

TRANSFER FROM (LOCATION—BUILDING & ROOM)

TRANSFER TO (LOCATION—BUILDING & ROOM)

THIS MACHINE IS TEMPORARILY TRANSFERRED BECAUSE

REASON FOR TRANSFER

___ REPAIRS ___ TEMP WORK LOCATION ___ TEMP LOANER TO DEPT

NOTE: IF THIS PC IS BEING SENT FOR REPAIRS, THEN BEFORE TRANSFERRING THE PC PLEASE SEND AN EMAIL TO HAZARD-HELPDESK@KCTCS.EDU DESCRIBING THE PROBLEM SO THAT THE FIRST AVAILABLE TECHNICIAN CAN ASSIST YOU.

___ SENT EMAIL TO HELPDESK

AUTHORIZED DEPT. FROM

CONTACT _____

EXTENSION _____

DATE SENT _____

AUTHORIZED DEPT. TO

CONTACT _____

EXTENSION _____

DATE RECEIVED _____

OFFICE USE ONLY

ACTION TAKEN _____
