

COVER SHEET *FOR* EQUIPMENT MANAGEMENT ATTACHMENTS

TO: EQUIPMENT MANAGEMENT
Fax: (530)752-2842
Attention: _____

FROM: _____

Department Name: _____

Custody Code: _____

Asset Representative: _____

FIS User ID _____

Telephone number: _____

Fax number: _____

E-mail Address: _____

OWNER ACCOUNT:

COMMENTS:

<p>PLEASE CHECK ALL THAT APPLY:</p> <p>_____ LOSS REPORT</p> <p>_____ POLICE REPORT</p> <p>_____ GIFT FORM</p> <p>_____ LOAN AGREEMENT</p> <p>_____ LETTERS OF APPROVAL TO TRANSFER EQUIPMENT TO OUTSIDE</p> <p>_____ LETTERS OF APPROVAL TO SELL EQUIPMENT TO OUTSIDE</p> <p>_____ OTHER (describe below)</p>
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