San Joaquin Delta College
5151 Pacific Avenue
Stockton, CA 95207

Purchasing Office
Danner Hall

CHANGE OF LOCATION FORM

This form should be used only when the electronic Work Order Change of Location Process is not utilized

Clear

This form must be completed and returned to the Purchasing Office when furniture and/or equipment are moved.

_____	_____	_____	_____
Manager Signature	Print Name	Department	Date

SJDC Inventory Number	Description of Equipment	Old Location	New Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5/16/2017