ATTACHMENT A

COLLEGE OF CHARLESTON
PROPERTY CHANGE IN ACCOUNTABILITY FORM
FOR MULTIPLE ITEMS

(This form must be initialed by same parties whose signatures are required on Change in Accountability form)

Qty.	UOM	Tag No. or Serial No.	Description	Current Assigned Location	Purchased with Grant Funds?	
					No	Yes/Acct #

This form may be used for reporting non-tagged items as surplus property

Initials of:

_____ Responsible Dept.

_____ Receiving Dept.

_____ Provost or Sr. VP Business Affairs

_____ President