



# Stockbridge-Munsee Community

## Property Management Equipment Exchange Request Form

### Equipment Exchange Request Form

(To be filled out by the Property Custodian when requesting an exchange of SMC property)

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Tag Number: \_\_\_\_\_ Value: \_\_\_\_\_

Description of Property: \_\_\_\_\_

Serial # or VIN: \_\_\_\_\_

Reason for Exchange: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Property Custodian's Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

### Property Management Check list

(To be filled out by PM)

Date paperwork received: \_\_\_\_\_

Date of Disposition or Modification Approved: \_\_\_\_\_

Property Management Initials: \_\_\_\_\_

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PM - FORM 3      Equipment Exchange Request Form

Requests for deletions due to an exchange from inventory are to be made by completing this form. These are to be submitted when needing to exchange a piece of equipment already on your inventory. This form must be filled out PRIOR to exchanging item; you will be notified when item is able to be exchanged.