

**REQUEST TO TRANSFER PROPERTY FORM NO. A-TR 1-2**

**SECTION I – REQUEST TO TRANSFER PROPERTY**

REASON FOR TRANSFER:

ORIGINATING DIVISION/DEPT. BLDG. ROOM NO.

RECEIVING DIVISION/DEPT. BLDG. ROOM NO.

SIGNATURE: CUSTODIAN

DATE:

SIGNATURE: RECIPIENT

DATE:

SIGNATURE: VICE PRESIDENT/TRANSFERER

SIGNATURE: VICE PRESIDENT/TRANSFEEE

PROPERTY I.D. OR SERIAL NO.	DESCRIPTION OF PROPERTY	ORIGINAL COST	DATE PURCHASED	CONDITION OF PROPERTY

READ INSTRUCTIONS ON BACK OF THIS FORM

**SECTION II – AUTHORIZATION TO TRANSFER PROPERTY**

Approved

Disapproved

Conditional Approval (State condition) \_\_\_\_\_

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Signature: Treasurer (or his designee)

Date:

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## INSTRUCTIONS

The **REQUEST TO TRANSFER PROPERTY** form is used for the transfer of property from one department of the University to another. This form may be obtained from Central Receiving General Stores.

1. The representative of the department having custody of the property should initiate action for the transfer by completing Section I.
2. Indicate reason for transfer obsolete, inoperative, no longer needed, etc.
3. List property ID or serial number, original cost, date purchased and condition or property for each item. List each item individually.
4. Obtain signature of Dean or Department head indicating willingness to transfer property.
5. Obtain signature of your Vice President indicating concurrence with the transfer
6. Representative of recipient department and Vice President must sign to indicate agreement with the transfer of property listed.
7. Forward all copies of the form to Central Receiving General Stores. Copies will be distributed to the appropriate departments after authorization is obtained.