

## **INSTRUCTIONS**

THE REQUEST TO TRANSFER PROPERTY form is used for the transfer of property from one department of the University to another.

1. The representative of the department having custody of the property should initiate action for the transfer by completing Section 1.
2. Indicate reason for transfer - obsolete, inoperative, no longer needed etc.
3. List Property ID or Serial Number, original cost, Date Purchased and condition of each item. List each item individually.
4. Obtain signature of Dean or Department head indicating willingness to transfer property.
5. Obtain signature of 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 Services. Copies will be distributed to the appropriate departments after authorization is obtained.
8. Complete and submit a Physical Facilities Management Work Request to have the property removed from the originating department to the new location.
9. The Request to Transfer Property must be submitted before the property is removed.

In Process

<b>REQUEST TO TRANSFER PROPERTY</b>				
<b>FORM NO. A-TR 1-2</b>				
<b>SECTION I – REQUEST TO TRANSFER PROPERTY</b>				
REASON FOR TRANSFER:				
ORIGINATING DIV./DEPT. BLDG. ROOM NO.			RECEIVING DIV./DEPT. BLDG. ROOM NO.	
SIGNATURE: CUSTODIAN		DATE	SIGNATURE: RECEIPT	
			DATE	
SIGNATURE: VICE PRESIDENT/TRANSFERRER			SIGNATURE: VICE PRESIDENT/TRANSFEE	
PROPERTY I.D. OR SERIAL NO.	DESCRIPTION OF PROPERTY	ORIGINAL COST	DATE PURCHASED	CONDITION OF PROPERTY
	In Process			
READ INSTRUCTIONS BEFORE COMPLETING THIS FORM				
<b>SECTION II – AUTHORIZED TO TRANSFER PROPERTY</b>				
<input type="checkbox"/> <b>Approved</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Disapproved</b></span>				
<input type="checkbox"/> <b>Conditional Approval (State condition)</b>				
Signature: Treasurer (or his designee)				Date

Distribution:

- Originating Dept
- Receiving Dept
- Property Management
- Central Receiving