

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.

