



**Transfer of Movable Property Notice**

This form should be used for property transferred **within the campus**. Do not use this form for property transferred to surplus (LPAA) or to another campus or agency. (Movable Property Disposal Request must be completed for property transferred to another agency/campus prior to transfer).

- Check all that apply:
- Item(s) transferred to another department/location within this campus - Once property is transferred and signed for, submit original to agency property manager
  - Item(s) transferred to a different person responsible - Once property is transferred and signed for, submit original to agency property manager
  - Item(s) temporarily (< 1 week) transferred to another person - Both parties must sign, "From Person Responsible" should retain original until property is returned
  - Item(s) temporarily transferred to another person for repair - Both parties must sign, "From Person Responsible" should retain original until property is returned

STATE TAG NO.	SERIAL NUMBER	DESCRIPTION

**TRANSFERRED FROM:**

**RECEIVED BY:**

\_\_\_\_\_

Campus (if applicable)

\_\_\_\_\_

Campus (if applicable)

\_\_\_\_\_

Room No

\_\_\_\_\_

Room No (if applicable)

\_\_\_\_\_

Department

\_\_\_\_\_

Department (if applicable)

\_\_\_\_\_

From Person Responsible (Print Name)

\_\_\_\_\_

To Person Responsible (Print Name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Date of Transfer

.....  
 Reviewed and Recorded for Property Inventory

\_\_\_\_\_

Agency Property Manager Signature

Date Entered