

PROPERTY TRANSFER FORM

ASSET ID#	DESCRIPTION OF ASSET & SERIAL #	FROM: Campus/Bldg/Room	TO: Campus/Bldg/Room
7.002.12#	2200M 110N 01 710021 G 02IM/12 #		- ampain grade
Select Reason: Custodian Change Lease Return Other			
Special Instructions:			
TRANSFERRING DEPT. NAME & ORG:			
TRANSFER FI	ROM:		DATE:
Property Custodian (Print & Sign)			
RECEIVING DEPT. NAME & ORG:			
RECEIVED BY		·	DATE:
Property Custodian (Print & Sign)			
FIXED ASSET	FIXED ASSET SPECIALIST:DATE ENTERED IN BANNER		

THIS FORM CANNOT BE PROCESSED UNLESS BOTH CUSTODIANS HAVE APPROVED THE TRANSFER. COMPLETED FORM MUST BE FORWARDED TO THE OFFICE OF FINANCIAL SERVICES.