

**PROPERTY**

**TRANSFER or TURN-IN**

From \_\_\_\_\_

To \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

| Property Tag No. | Stock No. | Description of Articles | Serial No. | Qty. | Unit Price | Age and Condition |
|------------------|-----------|-------------------------|------------|------|------------|-------------------|
|                  |           |                         |            |      |            |                   |

|                               |                                    |  |            |           |  |
|-------------------------------|------------------------------------|--|------------|-----------|--|
| <b>Justification/Remarks:</b> | <b>Replacement Item Requested:</b> |  | <b>yes</b> | <b>no</b> |  |
|                               |                                    |  |            |           |  |

Date shipped \_\_\_\_\_

Date received \_\_\_\_\_

Signature \_\_\_\_\_  
(Transferor) ACCOUNTABLE PROPERTY REPRESENTATIVE

Signature \_\_\_\_\_  
(Transferee) ACCOUNTABLE PROPERTY REPRESENTATIVE

Date recorded:

\_\_\_\_\_  
(PROPERTY SECTION)

TRANSFER APPROVED: \_\_\_\_\_  
PROPERTY ACCOUNTABLE OFFICER DATE