

PROPERTY TRANSFERS



Releasing Agency Reference (LA) Number _____

Receiving Agency Reference (LA) Number _____

Check one: Transfer into (attach related correspondence)
 Transfer within (move between two property department accounts)
 Transfer out of (attach related correspondence)

_____ **Date Prepared**

For Surplus pick up: _____
 Contact Person Phone # Location

_____ **Prepared By**

Reason/Comments: _____

| Asset Number | Description | Computer Hard Drive Status | Class Code | Acquisition Date | Asset Value |
|---------------------|--------------------|-----------------------------------|-------------------|-------------------------|--------------------|
| | | Removed N/A (not a computer) | | | |
| | | Removed N/A (not a computer) | | | |
| | | Removed N/A (not a computer) | | | |
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| | | Removed N/A (not a computer) | | | |
| | | Removed N/A (not a computer) | | | |

Total: _____

RELEASING DEPARTMENT/AGENCY:

Prop. Dept./Unit **Property Department Name**

Signature of APO or Alternate APO **Date**

Signature of Agency Property Manager **Date**
(this is not to be signed at unit level)

_____ / _____
Member & Agency No.

RECEIVING DEPARTMENT/AGENCY:

Prop. Dept./Unit **Property Department Name**

Signature of APO or Alternate APO **Date**

Signature of Agency Property Manager **Date**
(this is not to be signed at unit level)

_____ / _____
Member & Agency No.