

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

Justification/Remarks:	Replacement Item Requested:		yes	no	

Date shipped _____

Date received _____

Signature _____
(Transferor) ACCOUNTABLE PROPERTY REPRESENTATIVE

Signature _____
(Transferee) ACCOUNTABLE PROPERTY REPRESENTATIVE

Date recorded:

(PROPERTY SECTION)

TRANSFER APPROVED: _____
PROPERTY ACCOUNTABLE OFFICER

DATE