## **Report of Property Transfer**

Use prescribed by NIH Manual 26101-25-2

- Please print or type. Complete all items. Send the first 4 copies to Personal Property Branch, Bldg. 13, Room 2E65. Keep the last copy for your files.
- Use this form to: (1) transfer property between custodial areas,
  (2) transfer property to and from Property Utilization Section
  (Custodial Area 09340), (3) report fabrication of new property.

	Transferre		Transferred To						
Contact's Name			IC	Contact's Name	9		IC		
Phone No. Building/Room				Phone No.	Phone No.		Building/Room		
CAN Custodial Code			Э	CAN	CAN Cus		Custodial Code		
Name of last user of property				Comments	Comments				
Form NIH 2683, "Chas been completed."  All property items I procedures since to	Certification that ed and attached listed are EXEM								
Approval (Signature of Lab or Branch Chief)			Date	Approval (Sign	pproval (Signature of Lab or Branch Chief)			Date	
Signature of Property Custodial Officer			Date	Signature of Pro	Signature of Property Custodial Officer			Date	
IC Property Representative			Date	IC Property Rep	IC Property Representative			Date	
DECAL NO. DES			CRIPTION	RIPTION		NO.	(See codes on back)	CLR	
Requested Pick-up Date (for large shipments)				Processed by T	Processed by Transportation (employee's name)			Date	
Processed by Property Accountability Section, PPB (employee's name)			Date	Processed by Proce	Processed by Property Utilization Section, PPB (employee's name)				

Pink - IC Property Representative Gold - Originator

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## "Condition" Codes

- 1 ..... Unused Good
- 2 ..... Unused Fair
- 3 ..... Unused Poor
- 4 ..... Used Good
- 5 ..... Used Fair
- 6 ..... Used Poor
- 7 ..... Repairs Required (15% of acquisition cost or less)
- 8 ..... Repairs Required (16% to 40% of acquisition cost)
- 9 ..... Repairs Required (41% to 65% of acquisition cost)
- X ..... Salvage
- S..... Scrap

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