

Suggested form to use at time of physical transfer of property — not a required form.

Property Transfer Receipt

Date: _____

Transferring Agency: _____

Property Manager (or representative): _____
Signature

Phone Number: _____

E-mail: _____

Delivery Location/Division: _____

Property Number	Description	Serial Number	Historical Cost

My agency accepts financial liability for loss or damage to this (these) item(s). All listed property numbers/serial numbers have been verified and are hereby received.

Receiving Agency: _____ Agency #: _____

Property Manager (or representative): _____
Signature

Phone Number: _____

E-mail: _____