

 **FERMILAB Telecommunications Equipment Transfer Authorization**

Property assigned to Fermilab employees is U.S. Government property. It is the responsibility of the employee to whom it is assigned (custodian) to account for its use and location. Certain property items are assigned to specific individuals. If Telecommunication property assigned to you is transferred to another laboratory employee, the transfer must be recorded using this form. Failure to utilize this process will result in equipment remaining in your name.

PLEASE NOTE: A separate form must be used for EACH PERSON to whom items are being transferred. The new custodian must be a Fermilab employee (not a User), and all information requested must be provided to allow the transaction to be completed.

Transferred FROM:

Name _____	ID _____
D / S / C _____	
Extension _____	Fax _____
By my signature, I authorize transfer of U.S. Government property described below and state that to the best of my knowledge, all special restrictions or controls placed on this/these items have been communicated to the new custodian	
Signature _____	Date _____

Transferred TO:

Name _____	ID _____
D / S / C _____	
Extension _____	MS _____ Fax _____
By my signature, I authorize transfer of U.S. Government property described below and state that to the best of my knowledge, all special restrictions or controls placed on this/these items have been communicated to the new custodian	
Signature _____	Date _____

Asset ID#	Equipment Type (Include Cell Phone #)	Serial # or Pager Capcode	New Project & Task Code (For Rented Pagers and Cell Phones ONLY)	Current or New Location (Bldg, Office, Floor, or Vehicle #)

Send Completed form to the Telecom Department at MS 228 or fax to x3405