



## SUPPORT SERVICES PROPERTY 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 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 #: \_\_\_\_\_

MS #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Ext: \_\_\_\_\_ FAX: \_\_\_\_\_

By my signature, I authorize transfer of the U.S. Government property described below and state that to the best of my knowledge, all special restrictions or controls placed on this item have been communicated to the new custodian.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSFERRED TO:**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

MS #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Ext: \_\_\_\_\_ FAX: \_\_\_\_\_

By my signature, I acknowledge my responsibility to be accountable for the U.S. Government property described below and agree to utilize it for official use in accordance with established Fermilab and US DOE policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Identifier	Item Description	Serial #	Model	Manufacturer	Current or New Location