**Stephen F. Austin State University**

**Property Transfer Form**

***Department to Department Transfers***

***\*\*PROPERTY RECORDS WILL NOT BE UPDATED UNTIL THIS FORM, SIGNED BY BOTH DEPARTMENTS, IS RECEIVED IN THE PROPERTY OFFICE, BOX 13030\*\****

**SECTION I – TRANSFERRING DEPARTMENT**

Fill out the Property # and Description in Section III. Forward this signed form and the property listed directly to the receiving department for completion of Section II. Please retain a copy for your records. Separate forms are required when transferring items to different departments.

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Department** | **Ph #** | **Box#** | **Org** | **Contact person** |
|       |       |       |        |       |       |

**Equipment Manager Signature Printed Name Campus ID #**

**SECTION II – RECEIVING DEPARTMENT**

Fill out the New Building and Room #, New Custodian and their Campus ID# for **each** item in Section III. Please retain a copy for your records.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Department** | **Ph #** | **Box#** | **Org** | **Contact person** |
|       |       |        |       |       |       |

**Equipment Manager Signature Printed Name Campus ID #**

**SECTION III – PROPERTY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Property #*** | ***Description*** | ***New Bldg & Room #*** | ***New Property Custodian*** | ***Campus ID#*** |
|       |       |       |       |       |
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**Forward the completed form, signed by both departments to the Property Office, PO Box 13030. Keep a copy for your records.**