Property Transfer Form

Items #1 through #5 must be filled out by the department and submitted to the Inventory and Surplus Property department at Box T-0600.

FORM MUST BE SUBMITTED ON LIGHT BLUE PAPER

Questions concerning the document may be directed to the Inventory and Surplus Property Specialist at extension 9349.
# TARLETON STATE UNIVERSITY
## PROPERTY TRANSFER FORM

**Releasing Agency Ref #**
(For Agency/Surplus use only)

**Transfer Type:**
(Check one)

1. Transfer Between Tarleton Departments or Killeen
2. Transfer From Tarleton State University To Another Agency
3. Transfer Into Tarleton State University From Another Agency

**Name of person preparing form:**

Name – Phone Number – E-mail

**If For Surplus Pick up:**

Contact Name – Phone Name – E-mail and Location

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Description</th>
<th>Class Code</th>
<th>Acq. Date</th>
<th>Rec Agency Asset #</th>
<th>New Location Bldg #</th>
<th>Room #</th>
<th>Asset Value</th>
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If additional lines are required use and attach additional forms as needed.

**TOTAL VALUE**

**Releasing Dept/Agency**
(Into/Out Of only)

**Campus Code**

**Releasing Campus Code**

**Dept/Unit**

**Releasing Department Name**

**Date**

**Signature of Releasing Department Head**

**Receiving Dept/Agency**
(Into/Out Of only)

**Campus Code**

**Dept/Unit**

**Receiving Department Name**

**Date**

**Signature of Receiving Department Head**

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**Signature of Property Manager**

**Member & Agency Number**

**Date**

**Signature of Property Manager**

**Member & Agency Number**

**Date**