

## ***Property Transfer Report (click here to open form)***

This form is used to report transfers to the local property coordinator. Forms lacking pertinent information or authorized signatures will be returned for completion.

1. Enter all descriptive information for the item as it is listed in the property module. If the information in the property module is incorrect, enter the correct information and note the discrepancy.
2. Transfer information must be completed by both the transferor and transferee.
3. The form must be signed by the director or department head responsible for the property. Transfers must be signed by both the transferor and transferee.
4. Submit the completed report to the campus property coordinator.