

PROPERTY TRANSFERS

Releasing Agency Reference (LA) Number _____

Receiving Agency Reference (LA) Number _____

Check one: Transfer into (attach related correspondence)
 Transfer within (move between two property department accounts)
 Transfer out of (attach related correspondence)

_____ Date Prepared

For Surplus pick up: _____
 Contact Person Phone # Location

_____ Prepared By

Reason/Comments: _____

Asset Number	Description	Computer Hard Drive Status		Class Code	Acquisition Date	Asset Value
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
		Removed	N/A (not a computer)			
Total:						

RELEASING DEPARTMENT/AGENCY:	
_____	_____
Prop. Dept./Unit	Property Department Name
_____	_____
Signature of APO or Alternate APO	Date
_____	_____
Signature of Agency Property Manager (this is not to be signed at unit level)	Date /
	Member & Agency No.

RECEIVING DEPARTMENT/AGENCY:	
_____	_____
Prop. Dept./Unit	Property Department Name
_____	_____
Signature of APO or Alternate APO	Date
_____	_____
Signature of Agency Property Manager (this is not to be signed at unit level)	Date /
	Member & Agency No.