

STOCKTON COLLEGE

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

Property Transfer/Missing Inventory Form

Name: _____ Department _____ Date _____

Section 1 – Property Transfer

Tag No.	Present Room #	Present Org #	New room#	New Org #	I/O*	Description
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**I = Inoperable, O= Operable*

Reason for move and requested move date: _____

Section 2 – Missing/Stolen Inventory - attach a copy of campus police report for each item listed

Tag No.	Present Org #	Description
_____	_____	_____
_____	_____	_____

Budget Unit Signature

Section 1 transfer property - return completed form to Central Stores

Section 2 report missing or stolen inventory – return completed form to Fiscal Affairs