



Property Transfer/Missing Inventory Form

Name: _____ Department _____ Date _____

Section 1 – Property Transfer

Tag/ Serial#	Present Rm#	New Room#	I/O*	Description
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**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/Serial#	Present Rm #	Description
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Budget Unit Signature/Date

Section 1 transfer property - return completed form to Central Stores

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