

**DEPARTMENTAL TRANSFERS AND DISPOSALS**

**SECTION A – TRANSFER FROM**

DEPARTMENT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_  
 BUILDING \_\_\_\_\_ ROOM NUMBER \_\_\_\_\_ DATE \_\_\_\_\_  
 RESPONSIBLE PERSON \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 THIS IS A: LOAN \_\_\_\_\_ HOW LONG? \_\_\_\_\_ TRANSFER \_\_\_\_\_ DISPOSAL \_\_\_\_\_

**SECTION B – TRANSFER TO**

DEPARTMENT NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_  
 BUILDING \_\_\_\_\_ ROOM NUMBER \_\_\_\_\_ DATE \_\_\_\_\_  
 RESPONSIBLE PERSON \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**SECTION C – PROPERTY IDENTIFICATION**

DESCRIPTION	SERIAL NUMBER	TAG NUMBER	SALVAGE AMOUNT
<b>TOTAL →</b>			