UNIVERSITY OF NORTH FLORIDA
PROPERTY TRANSFER REQUEST

(To be used in all cases of Property Transfers and Interdepartmental Loans)

PROPERTY NUMBER	DESCRIPTION OF ITEMS (Include manufacturer, color, size, etc)	SERIAL NUMBER	COST/ VALUE

The above property items are being: ( ) Transferred ( ) Loaned *

* **If item(s) is loaned,** place **estimated period of loan.** _____
Date

Transfering Department:	
Dept. Name	Acct. No.
Bldg. Room	Date /
Signature	Title

Receiving Department:	
Dept. Name	Acct. No.
Bldg. Room	Date /
Signature	Title

This form is NOT to be used if item is being taken off campus.

Distribution: white: Property Control, Yellow: Transferring Department, Pink: Receiving Department

Form No: PCPTR / Revised Date: 05/23/2000