



Property Relocation Form

This form must be completed by the budget manager and submitted to the Office of Business and Finance for all property transfers.
If more space is needed attach a separate sheet.

Note: Please enter the Inventory Asset or Serial# if available. If not available, please indicate why?

Department (from):		Department (to):		
Contact (from):		Contact (to):		
		Business Office Only		
Asset Tag or Serial #	Item Description		Division Code (from):	Division Code (to):
Signature (Dept from):		Date:		
Business & Finance - Transfer Recorded by:		Date:		