



PROPERTY TRANSFER OR DISPOSAL REQUEST

To: Finance Department

The following named equipment is to be sold or traded-in upon approval of the Purchasing Agent.

Property No.	Description	Serial No.	Location of Property	Qty,	Unit Cost	Inventory Value

REMARKS: _____

TRANSFER FROM:

TRANSFER TO:

Department Name and Org Key

Department Name and Org Key

Approved (Dept Head)

Date

Approved (Dept Head)

Date

NATURE OF REQUEST:

☐ Inter-Departmental Transfer ☐ Trade-In ☐ Sale ☐ Other _____

PURCHASING ONLY:

REMARKS: _____

Approved: _____
Purchasing Agent

Date