FEDERAL TRANSFER OF PROPERTY INVENTORY FORM

Date of Request: _____

Activity Director: _____

Department Transferred From: _____, _____
(Include Building) Room

Department Transferred To: _____, _____
(Include Building) Room

DESCRIPTION OF ITEM	SERIAL NUMBER

Reason for the Transfer: _____

_____

_____

Please check where applicable:

_____ Temporary Transfer

_____ Permanent Transfer

_____ _____
Activity Director **Date**

_____ _____
Vice President for Academic Affairs **Date**

_____ _____
Director of Sponsored Programs **Date**

_____ _____
Post-Award Clerk **Date**