



Click here to enter text.

Property Transfer Request/Hand Receipt

CONTROL NUMBER

DATE

FROM

		LOCATION CODE
--	--	---------------

TO

		LOCATION CODE
--	--	---------------

PROPERTY OFFICER

PERMANENT

TEMPORARY (30 DAYS OR LESS)

QTY	ITEM CODE	PROPERTY CODE	SERIAL NUMBER	DESCRIPTION	DATE TO BE RETURNED
1					
1					
1					
1					
1					
1					

TRANSFERRING CUSTODIAN (PRINT)

RECEIVING CUSTODIAN (PRINT)

TRANSFERRING CUSTODIAN (SIGNATURE)

RECEIVING CUSTODIAN (SIGNATURE)

***** ALL TRANSFERS MUST HAVE PROPERTY OFFICER APPROVAL PRIOR TO MOVEMENT EXCEPT TEMP LOAN**