

**TRANSFER OF PROPERTY
INTRA AND INTER DEPARTMENTAL**

TRANSFER DOCUMENT NO.: _____
(Losing Property Custodian assigns Transfer Document No.)

DATE DOCUMENT PREPARED _____

FROM: LOSING DEPARTMENT / DIVISION / BRANCH

TO: GAINING DEPARTMENT / DIVISION / BRANCH

Codes: Dept. Div. Sub-div. Island Fund

Codes: Dept. Div. Sub-div. Island Fund

I certify that all property listed hereunder and attachments has been transferred to the Gaining Property Custodian shown in the adjoining box.

I acknowledge receipt of & assume accountability for all property listed hereunder and attachments.

Losing Property Custodian Signature _____ Date _____

Gaining Property Custodian Signature _____ Date _____

Type Name and Title of Property Custodian

Type Name and Title of Property Custodian

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
LOSING CUST. LOC. CODE	MAINT CONTROL NUMBER	QTY	DESCRIPTION OF PROPERTY	FIS. YEAR ACQUIRED	ORIGINAL COST OF PROPERTY	LOSING CUSTODIAN DECAL NUMBER	GAIN. CUST. LOC. CODE	GAINING CUST. ITEM CLASS	GAINING CUSTODIAN DECAL NUMBER
TOTAL		0		TOTAL	0.00				

THE ABOVE ITEM(S) WERE INSPECTED & RECEIVED BY: _____ **DATE:** _____

Signature _____ Print Name _____ Phone No. _____

Distribution - LOSING CUSTODIAN (Original & 3 Copies)
Original + 2 Copies - To Gaining Custodian for Signature.
One Copy - For Losing Custodian's Suspense File.

Distribution - GAINING CUSTODIAN (Sign & Complete)
Completed Original - To SPO, Inventory Mgmt. Office.
One Completed Copy - To Losing Custodian.
One Completed Copy - For Gaining Custodian's File.

LOSING CUSTODIAN MUST FOLLOW-UP INSURING DOCUMENT IS COMPLETED BEFORE REMOVAL FROM INVENTORY LIST.

