

UTPB Transfer of Inventory Form

- Instructions:
1. Complete this form and retain a copy for your records.
 2. Transfer of Inventory form must be signed by the transferring and receiving inventory department heads.
 3. Return signed Transfer of Inventory form to Asset Accountant, MB1220.
 4. For inventory transferred to IRD or to Physical Plant for surplus, have receiving employee who picks up equipment sign form and make a copy for your records. They will process the paperwork and forward the transfer form to the Asset Accountant.

Transferring Dept Name:	Dept Code:
Contact Person:	Phone:
Receiving Dept Name:	Dept Code:

Asset Number	Property Description	Serial Number	New Location

Justification for transfer (Required):

Transfers Must Be Signed By Both Parties

Department Head Transferring Equipment	Department Head Receiving Equipment
Print Name:	Print Name:
Signature: Date:	Signature: Date:

For Equipment Released to IRD or Physical Plant Surplus

Employee Receiving Equipment	Print Name:
Date:	Signature:

Inventory use only

Processed By:
Date: