

## **University of Central Florida**

## Finance & Accounting Property & Inventory Control

## Request for Transfer and Receipt of Contract or Grant Asset(s) for Projects

Use this form to transfer responsibility of a Contract or Grant asset(s) from one project to another project. The fifth digit of the project number should be a 6, 7, 8, or 9 (for example, 64016016). To verify the transfer request has been completed, run query FXAM\_LISTOFASSETS\_BY\_DEPT\_PROJ.

The DDC, RFO, or Property Custodian (PCT) for **both** the transferring project and the receiving project must approve the transfer by signing this form. Fax the completed, signed form to Property & Inventory Control at 407-823-6455.

		From Project		To Project		
Decal Number	Description	Number	Old Location	Number	New Location	
Transferring Project's DDC/RFO/Property Custodian (PCT)			Receiving Project's DDC/RFO/Property Custodian (PCT)			
Signature			Signature			
Name			Name			
Phone			Phone			
Date			Date			
The Office of Rese	arch & Commercialization (ORC) must approve a	Ill transfer requests to or	from a Contract or Grant as	set(s). Fax transfer reque	ests to ORC at (407) 823-3299	
Name of ORC Representative		Signature		Date	Date	

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