

ABATE OF OHIO, INC.
PROPERTY TRANSFER

Property Level: ___ State
 ___ Region ___
 ___ County _____

Page ___ of ___

Date Purchased	Description and Model Number	Serial Number and Notes

Transfer From _____ Title _____

Signature _____ Date ___ / ___ / ___

Transfer To _____ Title _____

Signature _____ Date ___ / ___ / ___

ABATE OF OHIO, INC.

PROPERTY TRANSFER INSTRUCTIONS

CHARACTERISTICS:

1. Category: Board.
2. Established by: Constitution, Article XI: Miscellaneous.
3. Purpose: To transfer ABATE property from officer to officer.
4. Audience: Board members (BOD, RBO, CBO).
5. Required? Yes.

DIRECTIONS:

1. Property Level:
 - a. State – check for state level property.
 - b. Region – check for region level property. Indicate region number.
 - c. County – check for county level property. Indicate region number (above) and county name.
2. For each item transferred:
 - a. Date Purchased – date any new property acquired during officer tenure was purchased.
 - b. Description and Model Number – noun plus adjective(s) describing item, including manufacturer name and manufacturer model number.
 - c. Serial Number and Notes – manufacturer serial number and any additional notes for item.
3. Transfer From – name of officer surrendering the property.

4. Title – of officer surrendering the property. For example, “State xxxx Director”, “Region xx Treasurer” or “xxxx County Secretary”.
5. Signature – of officer surrendering the property.
6. Date – of signature of officer surrendering the property in mm/dd/yy format.
7. Transfer To – name of officer accepting the property.
8. Title – of officer accepting the property. For example, “State xxxx Director”, “Region xx Treasurer” or “xxxx County Secretary”.
9. Signature – of officer accepting the property.
10. Date – of signature of officer accepting the property in mm/dd/yy format.

SPECIAL CASES:

1. Separate form required for each office.
2. Use additional forms as needed. Fill out each form completely and staple them together.

HANDLING:

1. Send to: State Treasurer (for State Level) or Region Treasurer (for Region or County Level). Both surrendering officer and accepting officer should retain a complete copy for their personal records.
2. Deadline: Received within 7 days of Resignation Date or within 14 days of end of expired term.