

FORT VALLEY STATE UNIVERISTY
Office of the Comptroller

PROPERTY TRANSFER SHEET

Please submit all copies of this form to the Comptroller

Decal	Description	Department/Room Change			Building Change		
		From	To	Room	From	To	Room

Has transfer of property been completed? Yes No

Should the Physical Plant Department be requested to move property? Yes No

I hereby authorize the Physical Plant Department to transfer the above equipment as indicated.

Department Head or Property Representative

I hereby accept the custody of the transferred equipment.

Department Head or Property Representative

Comptroller

THIS SECTION TO BE USED BY PROPERTY OFFICER

To: Physical Plant Department

Please pick up the above property and transfer to the department indicated above.

Signed: _____ Date: _____