

OFFICE OF BUSINESS AFFAIRS PROPERTY CONTROL **FIXED ASSET TRANSFER FORM**

ASSET	DESCRIPTION	TRANSFER FROM		TRANSFER TO			
TAG#		ORG#	LOCATION	ORG#	LOCATION		
1.							
2.							
3.							
4.							
5.							
				•	•		
REASON FOR TRANSFER:							
1.							
2.							
3							

4. 5.		
J.		
REQUESTOR INFORMATION:	RECEIVER INFORMATION:	PROPERTY CONTROL:
NAME	NAME	SIGNATURE
PHONE NUMBER	PHONE NUMBER	DATE RECEIVED
TRANSFER DATE	DATE RECEIVED	

PLEASE RETURN COMPLETED FORM PROPERTY CONTROL, MAIL CODE: BO-SAS