

Date: \_\_\_\_\_

## Transfer of Equipment to State Agency Request

Please choose one:     Transfer from state agency into the University  
                                   Transfer to another state agency leaving the University

From: Dept. \_\_\_\_\_  
Unit Code \_\_\_\_\_  
Building \_\_\_\_\_ Room \_\_\_\_\_

To: Dept/Agency \_\_\_\_\_  
Unit/Agency Code \_\_\_\_\_  
Building \_\_\_\_\_ Room \_\_\_\_\_  
Location \_\_\_\_\_

Inventory #	Description	Cost	Account

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Transferring Department's Authorized Signer

\_\_\_\_\_  
Property Manager or Designee

\_\_\_\_\_  
Transferring Department's Inventory Contact

\_\_\_\_\_  
Receiving Department/Agency's Authorized Signer

\* Please attach any supporting documentation and a letter of justification. When completed send this form and the supporting materials to Office of Accounting, Inventory, at campus mail code K5306.

## Transfer of Equipment to State Agency Request Instructions

- For all transfers please include the department/agency name and unit/agency code of both the transferring and receiving department. The transferring department name and the seven digit unit code can be found on define's NV1 screen by placing a 1 next to the item that you would like to transfer.
- Please fill in the inventory number, equipment description, and original cost of the equipment in this section. This information is available from define's NV1 screen number 1. The purchasing account information should also be included and this can be found on screen 2. If transferring a vehicle please include the vehicle identification number (VIN) and license number.
- Both an authorized signer for the department and the department inventory contact should sign their names at the bottom of the form.
- Once the transfer has been approved supporting documentation needed to process the transfer includes a signed letter from receiving agency verifying equipment listed was received.