

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
OFFICE OF PROPERTY AND FLEET MANAGEMENT

Property Transfer Form

Please print legibly or type

OPFM TRACKING NUMBER

Month (MM)	Day (DD)	Year (YY)	Military Hour	Minutes

TRANSFER FROM

Division, Facility or Unit	Building/Office	Room

 Accountable Officer Property Officer
(Please print name)

 Accountable Officer Property Officer
 Signature & Date

TRANSFER TO

Division, Facility or Unit	Building/Office	Room

 Accountable Officer Property Officer
(Please print name)

 Accountable Officer Property Officer
 Signature & Date

Item#	Bar Code #	Description	Serial Number/VIN	Model/Tag#	Acq Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Property Officer Use Only

Record Updated Remarks:

 Property Officer, (Please print name)

 Property Officer Signature & Date