

DIVISION OF CORRECTION
PROPERTY TRANSFER REQUEST FORM

Institution/Facility

After completing *SECTION A.*, identifying the personal property item (i.e., equipment, furniture, etc.) requesting to be transferred, complete *SECTION B.* to request transfer of personal property items.

SECTION A.: PROPERTY IDENTIFICATION

Date

Property Item to be Transferred

Description of Item: _____

Property Tag Number

Property Model #

Property Serial #

SECTION B.: TRANSFER REQUEST

Requested by: _____

Property Being Transferred FROM

Property Being Transferred TO

Explanation: _____

Former Accountable Officer's Signature

New Accountable Officer's Signature

(print above name legibly)

(print above name legibly)

Property Officer's Signature/Date

Agency Head/Designee's Signature/Date