



Interdepartmental Property Transfer Form

Receiving & Property Control

Phone: 662-325-2545

Fax: 662-325-4551

Mail Stop 9605

This form is to be submitted when equipment is transferred from one University department to another. Please include all available information. Incomplete or handwritten forms will be returned to the department for completion.

Transferring Department **Receiving Department**
Complete items 1 through 6 Complete item number 7

1. This form prepared by:

Name: _____ Phone: _____ Date: _____

The following signatures and information will authorize the transfer of this equipment FROM the department transferring the equipment TO the department receiving the equipment.

Submit to Receiving & Property Control after BOTH Department Heads have signed.

6. Department Transferring Equipment:	7. Department Receiving Equipment:
Agency _____	Agency _____
Dept Id _____	Dept Id _____
Dept Name _____	Dept Name _____
Dept Head Signature _____	Dept Head Signature _____
Date _____	Date _____

Property Control Use Only	
Agency _____	Agency _____
Trans Code _____	Acquisition Code _____
Report Number _____	Report Number _____
Month Year _____	Month Year _____
Initial/Date _____	Initial/Date _____



Interdepartmental Property Transfer Form Instructions

Form is available at www.property.msstate.edu

This form is to be submitted when equipment is transferred from one University department to another.

Please include all available information. Incomplete or handwritten forms will be returned to the department for completion.

It is the responsibility of the sending department to obtain both signatures prior to forwarding the transfer form to Property Control.

1. Preparer Information- Enter the name and phone number of the person completing the form; enter the date form was prepared

2. Inventory Number- Enter the inventory number assigned to the equipment

(This form can also be used to transfer items that are not on equipment inventory- just enter "NOI" (Not on Inventory) in the inventory field- be sure to estimate the cost/value of the items)

3. Description- Enter the description of the item you are requesting transfer of

4. Serial Number- Enter the serial number of the equipment you are requesting transfer of

5. Cost/Value- required only if the items are (NOI)not on equipment inventory

6. Department Transferring Equipment:

Select the agency that is transferring the equipment

Enter the department id of the department transferring the equipment

Enter the name of the department transferring the equipment

Obtain the department head signature of the department transferring the equipment

7. Department Receiving Equipment:

Enter the agency of the department receiving the equipment

Enter the department id of the department receiving the equipment

Enter the name of the department receiving the equipment

Obtain the department head signature of the department receiving the equipment

After both department head signatures are obtained, forward the request to Receiving & Property Control Mail Stop 9605.

Distribution:

Original to Receiving & Property Control, Mail Stop 9605

Copy for departmental files

**If you have any questions concerning the disposal of equipment, please contact
Receiving & Property Control at 325-2545.**