Transfer of Property Form

United States Department of Agriculture

Report of Transfer or Other Disposition or Construction of Property

Report No.

Date

1. Type of Transaction (Report each type separately)

☐ Transfer ☐ Sale ☐ Trade In ☐ Donation

☐ Construction ☐ Rehab ☐ As-Is

2. Authorization Reference

3. Proceeds Received

$

4. Reporting Agency	5. Receiving Agency (Or Name of Purchaser or Donee):	
A. Organizational Unit	A. Organizational Unit (Or Address of Purchaser)	
B. Location	B. Location	
C. Signature	C. Signature	
D. Title	D. Title	E. Date

6. Property Items

Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:

8. Fiscal Officer

A. ☐ The sum indicated below has been received in payment for the property disposed of.

B. ☐ The necessary entries have been made to adjust the accounting records.

Amount ($)	Schedule No.

Signature	Date	Signature	Date

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Clear Form