

Property Management - Inventory Interdepartmental Property Transfer Form Instructions

This form is to be submitted when equipment is transferred from one University department to another. Please include all information.

Obtain both signatures prior to forwarding the transfer form to Property Management - Inventory.

1. **Department Contact Information** – Enter the name and phone number of the contact person in your department for equipment inventory.
2. **E-Number** - Enter the E-Number assigned to the equipment.
(This form can also be used to transfer items that are not on inventory –enter “NOI”)
3. **Item Description** – Enter the description of the item.
4. **Serial Number** – Enter the serial number.
5. **New Room/Floor** – Enter the new room/floor.
6. **New Building** – Enter the new building name.

NOTE:

It is the responsibility of the transferring and the new receiving departments to ensure the movement of the merchandise is made.

After both department head signatures are obtained, forward the original transfer request form to Property Management - Inventory.

Distribution:

Original to Property Management – Inventory, JSU Box 18690, Jackson, MS 39204

Copy for departmental files