

INSTRUCTIONS

INTERDEPARTMENTAL PROPERTY TRANSFER FORM

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

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 property/equipment.
3. **Description** – Enter the description of the property you are requesting disposal for.
4. **Serial Number** – Enter the serial number of the property you are requesting disposal for.
5. **New Room/Floor** – Enter the new room/floor.
6. **New Building** – Enter the new building name.
7. **Both the Transferring and Receiving Department Heads must sign the form prior to submission.**
8. Once the form has been completed, create an iService ticket request for the transfer through TMA. Write the **iService ticket number** in the specified area on the Interdepartmental Property Transfer form.
9. Email the completed Interdepartmental Property Transfer form to propertymanagement@jsums.edu.
10. Once property has been transferred to the appropriate inventory, both departments will receive a confirmation email along with the Interdepartmental Property Transfer form that includes all signatures indicating the transfer process has been completed. Keep the signed copy for your records.

NOTE:

It is the responsibility of the transferring and receiving departments to ensure the movement of transferred property.