

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.

DO NOT SUBMIT THIS INSTRUCTION PAGE WITH YOUR REQUEST

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.** No other name should appear in these areas.
8. Once you are ready to submit your request, save the completed form as a PDF. Create an iService ticket request for the property transfer through the Facilities Construction Management website (<https://www.jsu.edu/facilities/>). You should choose **Property Management** as the *Repair Center*. Complete all the required fields and upload the completed Interdepartmental Property Transfer form to the iService request. (Select the PDF option on *Linked Documents* to upload your completed form.) Follow-up with your Building Service Manager to ensure s/he approves the request.
9. Once a Property Specialist completes the transfer in AssetWorks, 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 the transferred property.