



OFFICE OF
FINANCIAL
SERVICES

ON-CAMPUS PROPERTY REASSIGNMENT FORM

The following is a list of property assigned to this department and located on-campus, as follows:

Item Number	Permanent Tag #	Asset Description w/Serial Number	Previous Location	New Location	New Custodian

Department Transferring Property

Cost Center

Department Head Signature

Date

Department Accepting Property

Cost Center

Department Head Signature

Date

Financial Services

Signature

Date

Please forward original to Property Accounting and retain a copy for your records.