



OFF-CAMPUS PROPERTY REASSIGNMENT FORM

The following is a list of property assigned to this department but located off-campus.

Permanent Tag #	Asset Description w/Serial Number	Custodian	Phone Number	Address	Location Type

Department Transferring Off-Campus

Cost Center

Department Head Signature

Date

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

For Financial Services Use Only:

Location Code Updated In System

Property Accountant Signature

Date