



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.