

Property Transfer Request

Transferring Department				
Transfer Department:	Phone Number:			
Contact Person:	Email:			
	Date:			
Signature of Department Head/Staff Chair/Station Director Requesting Transfer				

Receiving Department	-
Receiving Department:	Phone Number:
Contact Person:	Email:
	Date:
Signature of Department Head/Staff Chair/Station Director Receiving Assets	

Information on Assets to be Transferred Please complete and return to property@uada.edu. All requested information can be found on the asset detail in Workday or the "Find Asset Report" from Workday. Contact property accounting with any questions.											
Tag Number	WorkDay Asset Number (begins with AST-)	Description of Asset (include make and model)		Current Responsible Employee/Issue To	Current Location of Asset (Building, Room & Address)	Current Cost Center of Asset	Date of Purchase	Cost of Asset (purchase or donated)	New Responsible Employee/Issue To	New Location of Asset (Building, Room & Address)	New Cost Center of Asset (if different)

Will the asset be transported by someone outside of the department requesting the transfer?Yes IF YES:	No (select one)	
Person Transferring/Moving the Asset: D	epartment of Person Transferring:	Date:
Signature of the Person Transferring Asset(s):		
Approving Signatures		
Transfer Approved by Property Accounting:	Date:	
Firearm Transfers Approved by TSS-M&R Manager:	Date:	