## Property Transfer Request

Date: _____

Requestor: _____ Department/Station: _____

Reason for Transfer: _____

Asset Number (begins with AST-___ in WD): _____ Date of Purchase: _____

Item Description, Make, Model, Date of Purchase, Original Cost:

Serial Number: _____ UADA Tag Number: _____

Make: _____ Model: _____

Transfer To Name, Department & Address: _____

Payable Amount to UADA: $_____

_____ _____
Signature of Requestor                                    Date

**Approval Signatures:**

_____ _____
Director/Department Chair                                Date

_____ _____
Director of Property Accounting                        Date

_____ _____
Assistant VP of Finance and Administration       Date