

**Property Management - Inventory  
Interdepartmental Property Transfer Form**

This form is to be submitted when equipment is transferred from one University department to another. Please include all information below.

Item Description	ISU Inventory Tag #	New location (Building/ Floor/ Room)

The following signature and information will authorize the transfer of this equipment FROM the department transferring the equipment TO the department receiving the equipment.

Submit to Property Management - Inventory after **BOTH** Department UBO's have signed.

Department Transferring Equipment:	Department Receiving Equipment
Department Name _____	Department Name _____
Organization _____	Organization _____
Printed UBO Name _____	Printed UBO Name _____
UBO Signature _____	UBO Signature _____
Date _____	Date _____

Property Management Inventory Use Only
Updated By: Printed Name _____
Signature _____
Date _____