

DATE
NUMBER

REPORT OF TRANSFER OF PROPERTY

FROM	TO
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QUANTITY Each	DESCRIPTION IN DETAIL	UNIT ACQUISITION COST	TOTAL ACQUISITION VALUE
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Does This Equipment or Vehicle Need Repair? Yes No

If YES: 1. Complete DOR 4200.1-Procurement Request Form with brief description of the problem or service to be performed. Take the original copy to Small Purchasing.
2. Attach a copy of your completed DOT 4200.1 form to this sheet and take these forms along with the equipment to be repaired to the Property Management Section. Contact Rik Apling or Mary Hildreth if you have any questions.

Does this Equipment require IT configuration? Yes No

If YES: 1. Contact the Helpdesk to schedule a setup/delivery date and time.
2. Provide the Helpdesk with a detailed list of requirements for your new piece of equipment including any programs or drivers you may need

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ADMINISTRATIVE APPROVAL

SIGNATURE	TITLE	DATE
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RELEASED

SIGNATURE	TITLE	DATE
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RECEIVED

SIGNATURE	TITLE	DATE
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