



Interdepartmental Property Transfer Form Instructions

Form is available at www.property.msstate.edu

This form is to be submitted when equipment is transferred from one University department to another. Please include all available information. Incomplete or handwritten forms will be returned to the department for completion. It is the responsibility of the sending department to obtain both signatures prior to forwarding the transfer form to Property Control.

1. **Preparer Information-** Enter the name and phone number of the person completing the form; enter the date form was prepared
2. **Inventory Number-** Enter the inventory number assigned to the equipment
(This form can also be used to transfer items that are not on equipment inventory- just enter "NOI" (Not on Inventory) in the inventory field- be sure to estimate the cost/value of the items)
3. **Description-** Enter the description of the item you are requesting transfer of
4. **Serial Number-** Enter the serial number of the equipment you are requesting transfer of
5. **Cost/Value-** required only if the items are (NOI)not on equipment inventory
6. **Department Transferring Equipment:**
*Select the **agency** that is transferring the equipment*
*Enter the **department id** of the department transferring the equipment*
*Enter the **name** of the department transferring the equipment*
*Obtain the **department head signature** of the department transferring the equipment*
7. **Department Receiving Equipment:**
*Enter the **agency** of the department receiving the equipment*
*Enter the **department id** of the department receiving the equipment*
*Enter the **name** of the department receiving the equipment*
*Obtain the **department head signature** of the department receiving the equipment*

After both department head signatures are obtained, forward the request to Receiving & Property Control Mail Stop 9605.

Distribution:

Original to Receiving & Property Control, Mail Stop 9605

Copy for departmental files

If you have any questions concerning the disposal of equipment, please contact Receiving & Property Control at 325-2545.