

TRACKING #

DATE



PROPERTY TRANSFER/ DISPOSAL FORM

	Description (Year, Model, Make, Manufacturer)	Qty	Vin/Serial #	Asset #	Disposal Code
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

NOTES:

DISPOSAL CODES									
A	AUCTION	D	DEMOLISHED	G	GIFT/DONATE	I	INSURANCE	J	JUNK/SCRAPE/RECYCLE
L	LOST/STOLEN	P	PARTS/SALVAGE	T	TRANSFER	W	WORN OUT/THROWN OUT	O	OTHER:

TRANSFER FROM	
Dept/Div:	
Requestor:	
Requestor Signature:	
Director Signature:	
Date:	

TRANSFER TO	
Dept/Div:	
For Auction:	YES NO
Receiver Name:	
Receiver Signature:	
Date:	

PROCESSED BY PROPERTY CONTROL	Signature:
	Date:

NOTES:

NOTES:
