

iService Request #	

INTERDEPARTMENTAL PROPERTY TRANSFER FORM

Dept. Contact		Phone #	Date	
E-NUMBER	DESCRIPTION	SERIAL NUMBER	NEW ROOM/FLOOR	NEW BLD
	ormation and signatures will nent transferring the propert			OM the
		ty 10 the department receiv	ing the property.	
Trans	ferring Department	Receivin	g Department	
Location Code Dept Name	ferring Department	Receiving Location Code Dept Name	g Department	
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Location Code Dept Name Dept Head Printe	d Name ture FOR PROPERTY Updated by: Printed Name	Receiving Location Code Dept Name Dept Head Printed Na Dept Head Signature Date	g Department me	



INSTRUCTIONS

INTERDEPARTMENTAL PROPERTY TRANSFER FORM

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

- **1. Department Contact Information** Enter the name and phone number of the contact person in your department for equipment inventory.
- **2. E- Number** Enter the E-number assigned to the property/equipment.
- **3. Description** Enter the description of the property you are requesting disposal for.
- **4. Serial Number** Enter the serial number of the property you are requesting disposal for.
- **5.** New Room/Floor Enter the new room/floor.
- **6.** New Building Enter the new building name.
- 7. Both the Transferring and Receiving Department Heads must sign the form prior to submission.
- **8.** Once the form has been completed, create an iService ticket request for the transfer through TMA. Write the **iService ticket number** in the specified area on the Interdepartmental Property Transfer form.
- **9.** Email the completed Interdepartmental Property Transfer form to propertymanagement@jsums.edu.
- **10.** Once property has been transferred to the appropriate inventory, both departments will receive a confirmation email along with the Interdepartmental Property Transfer form that includes all signatures indicating the transfer process has been completed. Keep the signed copy for your records.

NOTE:

It is the responsibility of the transferring and receiving departments to ensure the movement of transferred property.