

KANSAS STATE UNIVERSITY
 TRANSFER OF PROPERTY

Transfer From Department Of _____

Transfer To Department Of _____

Transfers with a charge to the receiving department require an Interdepartmental Voucher accompany the Transfer of Property form. Both departments must approve and sign this form before submitting it to the Controller's Office. A copy will be returned to each department indicating the items listed have been transferred.

DESCRIPTION OF PROPERTY	PROPERTY NUMBER	NEW LOCATION			DEPT USE	INVENTORY UNIT COST
		CITY	BLDG	ROOM		

Transferring Department's Approval _____
 Signature and Date

Receiving Department's Approval _____
 Signature and Date

K.S.U. Inventory Records Changed _____
Inventory Accountant, Controller's Office Signature and Date