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| CONTROL # \_\_\_\_\_\_\_\_\_\_\_ |
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 **SURPLUS PROPERTY TRANSFER FORM**

**NON-TAGGED ITEMS ONLY**

**Phone: 747-7136**

**E-mail Completed Form(s) to:** [**surplus@utep.edu**](mailto:surplus@utep.edu)

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| Transfer  From:  Unit Code |  | Transfer  To:  Unit Code |  | Item Location  Bldg/Room |  | Description |  | Surplus Use Only | |
|  | FM # | Pallet |
|  |  | **303900** |  |  |  |  |  |  | |
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Point of Contact: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext: \_\_\_\_\_\_\_\_

**AUTHORIZED SIGNATURES:**

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**Transferring Department (Print/Sign) Date Personnel Transporting Equipment (Print/Sign) Date**

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**Surplus Department (Print/Sign) Date Inventory Department (Print/Sign) Date**