



**THE UNIVERSITY OF TEXAS AT EI PASO  
Property Transfer Form  
Tagged and Non-Tagged Items**

Inventory Dept. Use Only: Control #: _____
---

**Instructions:** Please print and submit to: Surplus Office if transfers are to Surplus.  
Inventory Office for all other transfers.

	Transfer From Unit Code	Transfer To Unit Code	New Location	
			Building	Room
Inventory Number _____	_____	_____	_____	_____
Description _____				
Inventory Number _____	_____	_____	_____	_____
Description _____				
Inventory Number _____	_____	_____	_____	_____
Description _____				
Inventory Number _____	_____	_____	_____	_____
Description _____				
Inventory Number _____	_____	_____	_____	_____
Description _____				

**Authorized Signatures:**

_____	_____
Transferring Department (printed name/signature)	Date
_____	_____
Receiving Department (printed name/signature)	Date
_____	_____
Personnel Transporting Equipment	Date
_____	_____
Inventory Department	Date

**Inventory Office: 747-7137 Fax: 747-7175**  
**Surplus Office: 747-7136 Fax: 747-8136**

**Surplus Property Use Only**

<ul style="list-style-type: none"> <li>For transfer of computer related equipment to Surplus Only:</li> </ul>	
_____	_____
I.T. Department acknowledges removal/format of hard drive(s)	Date