|  |
| --- |
|  |
| CONTROL # \_\_\_\_\_\_\_\_\_\_\_ |
|  |

 **SURPLUS PROPERTY TRANSFER FORM**

**NON-TAGGED ITEMS ONLY**

**Phone: 747-7136**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Transfer From:Unit Code |  | Transfer To:Unit Code |  | Item LocationBldg/Room |  | Description |  | Surplus Use Only |
|  | FM # | Pallet |
|  |  | **303900** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Point of Contact: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext: \_\_\_\_\_\_\_\_

**AUTHORIZED SIGNATURES:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

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