



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

- For transfer of computer related equipment to Surplus Only:

I.T. Department acknowledges removal/format of hard drive(s)

Date