



PROPERTY TRANSACTION FORM

(Send completed form to Procurement)

Request Prepared By: Name: _____ Date: _____	Asset Moving From: Location: _____ Room: _____
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Tag # or Serial #	Qty	Description	Manufacturer or Brand Name	Notes or Room # (For Multi Rooms at Same Location)

Comments/Notes: _____

Request Approved By: _____ Date: _____

FOR LITS/MAINTENANCE USE:
(As Applicable)

Work Order No.: _____

LITS Approval: _____ Date: _____
(Only Needed for Surplus Technology Equipment)

Property Distributed to:

Storage/Warehouse

Surplus
(Will Require Board Approval)

Other
(Please Specify: _____)

FOR PROCUREMENT USE:

Record No.: _____

BusinessPlus Update Complete? Yes No N/A

Completed By: _____ Date: _____