



PROPERTY TRANSACTION FORM

(Send completed form to Purchasing)

Transaction Type:

Record No.:

Assigned by Purchasing

☐ Transfer

☐ Surplus

Info Sys Tech Signature: _____

(needed for surplus technology equipment)

Request Prepared by: _____

Date: _____

Request Approved by: _____

Date: _____

ASSET MOVING FROM:	ASSET MOVING TO:
Location: _____	Location: _____
Room: _____	Room: _____

Tag # or Serial #	Qty	Description	Manufacturer or Brand Name	Notes or Room # (for multi rooms at same location)

Have items already moved?

☐ yes

☐ no

Comments/Notes: _____

FOR PURCHASING USE: IFAS update complete? ☐ yes ☐ no ☐ n/a

FOR MAINTENANCE/IS USE:

(As Applicable)

Work Order No.: _____ Holding Location: _____

Date Transaction Completed: _____ By: _____