

**TEXAS STATE UNIVERSITY
EQUIPMENT TRANSFER FORM
(See Instructions)**

Indicate

Type of Transfer (one only)

Surplus Equipment Transfer (See Instructions, Note #1)

Interdepartmental Transfer or Sale (See Instructions, Note #2)

Inv. No.	Serial No.	Description	Inv. Value

From: (Present Inventory Location)

Department _____

Resp. Cost Cntr _____

Print Name _____

Signature _____ Date _____

To: (Present Inventory Location)

Department _____

Resp. Cost Cntr _____

Print Name _____

Signature _____ Date _____

PROPERTY MANAGEMENT

Signature _____

Date _____

Complete Only if Transfer
Is Sale (Involves \$'s)
FAIR MARKET VALUE

\$ _____

* Attach Documentation
showing how "Fair Market
Value was Determined

FAIR MARKET VALUE(S)
APPROVED _____

(Purchaser)

Distribution (by Prop Mgmt)
Original (retained)

Mail copies to:

Accounting Office
Purchasing Office
Account Manager's
(Buying)
(Selling)

INSTRUCTIONS:

1. Surplus equipment being turned into UDC must have:
 - A completed and signed equipment transfer form ready for our personnel when they arrive.
 - Requesting Pickup of Surplus Equipment form must also be completed to schedule your pick up.
2. Transfer from must be completed by Account Manager's giving (selling) and receiving (buying), and then submitted to the Property Management Office to make the changes in the permanent inventory records.
 - If Transfer is an Interdepartmental sale, a fair market value is to be established, and documentation showing how the value was determined will be forwarded to the Purchasing Office.
3. After adjusting the inventory records to reflect the transfer, Property Management will distribute a copy to each department involved and the General Accounting Office is applicable.