



UNIVERSITY OF WEST FLORIDA
Departmental Property Transfer Log
Cost Less than \$5,000 - Departmental Use Only

Transferring Department Name:	Receiving Department Name:
Orgn#	Orgn#

Please move and have department or authorized representative acknowledge receipt when move is completed, and keep this document.

Department Tag#	Serial #	Property Description	From: Bldg # Room#	To: Bldg # Room#

Transferring Department: I hereby authorize the above transfer for the property listed on this form 	Receiving Department: I hereby acknowledge and accept accountability for the property on this form.
Signature, Accountable Officer/Project Director Date	Signature, Accountable Officer/Project Director Date