

Property Transfer/Survey Form Attachment Template

Department Name: _____

Department Code: _____

From Surplus to Location: _____

From Location: _____ (to Surplus Warehouse)

Contact Name: _____

Item For Name: _____

Description of items: _____

Insert photos below:

Additional Information: _____

Note: For ease of furniture and equipment moves from office to surplus, please mark the items to be moved. For example, place a sticky note on the item. Ensure property forms list all items and attach this as a pdf when sending the Adobe Sign workflow. All forms need to be approved by a delegated department signature authority (DOA).