

PROPERTY TRANSFER REQUEST FORM (Form 224)
To be used for non-computer property*

DATE _____

REQUESTING DEPARTMENT _____

Item no.	Description of Item (Make and Model)	Asset Tag Number (if applicable)	Serial Number	Condition**	Transfer to New Dept. Location
1.					
2.					
3.					
4.					
5.					

CONDITION ** GOOD FAIR POOR OUT OF WARRANTY

INSTRUCTION: * DO NOT USE FOR COMPUTER PROPERTY. CONTACT T&C HELP DESK FOR ASSISTANCE.

1. COMPLETE AND RETURN FORM TO NOEL BUENA LOCATED IN BELL TOWER EAST ROOM 1778.
2. CONTACT OPC WORK CENTER TO ARRANGE TRANSFER OF EQUIPMENT TO NEW LOCATION.

ITEM(S) LOCATED IN BUILDING: _____ ROOM #: _____

DEPT. REQUESTING PROPERTY PRINT SIGNATURE DATE

CONTACT PERSON: _____ EXT. _____

DEPT. RECEIVING PROPERTY PRINT SIGNATURE DATE

CONTACT PERSON: _____ EXT. _____

PROPERTY/ACCOUNTING USE ONLY

Property Transfer# _____

PROPERTY COORDINATOR

DATE

ACCOUNTING ADMINISTRATOR

DATE

Form 224

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Property Transfer# _____

Item no.	Description of Item (Make and Model)	Asset Tag Number (if applicable)	Serial Number	Condition**	Transfer to New Dept. Location
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					

CONDITION ** GOOD FAIR POOR OUT OF WARRANTY

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