



SAVANNAH STATE UNIVERSITY INTERNAL PROPERTY TRANSFER FORM

TO: PROPERTY CONTROL OFFICER

DATE: _____

FROM (NAME): _____

EMAIL ADDRESS: _____

DEPARTMENT: _____

TO (NAME): _____

EMAIL ADDRESS: _____

DEPARTMENT: _____

SECTION I

It is requested that the following items of property, currently assigned to _____, be transferred as indicated below.

| <u>ITEMS DESCRIPTION</u> | <u>SSU ID NUMBER</u> | <u>SERIAL NUMBER</u> | <u>FROM(BLDG/RM)</u> | <u>TO(BLDG/RM)</u> |
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(IF MORE SPACE IS NEEDED, ATTACH A CONTINUATION SHEET)

Requested by: _____ Date: _____

Approved by: _____ Date: _____

(Budget Unit Head)

Property Control: _____ Date: _____

Plant Operations: _____ Date: _____

Fiscal Affairs: _____ Date: _____

SECTION II

This is to notify that the above described property has been relocated as indicated above:

Moved by: _____ Date: _____ Received by: _____ Date: _____

Instructions: When transferring equipment from one location to another and/or from one department to another, the following steps MUST be taken to ensure proper management and record keeping of physical resources and equipment utilized by the University:

1. Complete this form in its entirety; 2. Contact Property Control at extension 2249 or by email using the SSU Directory. Property Control will provide coordinate the transfer of said item(s); 3. Give this form to Property Control for their records; 4. Property Control will provide a copy of this transfer form to the Office of Fiscal Affairs