

# PROPERTY TRANSFER REPORT

STD. 158 (REV. 7/2000)

ENTERED ON PROPERTY RECORDS BY *(Signature)*



FROM <i>(Department, Unit, or Office)</i>	LOCATION <i>(Address)</i>	DATE	DOCUMENT NUMBER
TO <i>(Department, Unit, or Office)</i>	LOCATION <i>(Address)</i>	CHECK TRANSFER TYPE <input type="checkbox"/> INTRA-DEPT. (SAME FUND) <input type="checkbox"/> INTER-DEPT. (SAME FUND) <input type="checkbox"/> BETWEEN FUNDS	
CONTACT PERSON	TELEPHONE NUMBER		

LINE	ARTICLE	EQUIPMENT NUMBER	ORIGINAL PURCHASE DATE	QUANTITY	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

REASON FOR TRANSFER

<b>APPROVED BY PROPERTY SURVEY BOARD (A MINIMUM OF TWO SIGNATURES IS REQUIRED)</b>	SIGNATURES	DATE SIGNED
	1.	
	2.	
REVIEWED BY DEPARTMENT OF GENERAL SERVICES	3.	
	4.	
RECEIVED THE ABOVE ITEMS FOR DELIVERY AS DIRECTED HEREIN	TRUCK DRIVER 5.	
I HAVE RECEIVED THE ITEMS ABOVE	PROPERTY CUSTODIAN 6.	UNIT OR OFFICE