**TEXAS STATE UNIVERSITY**
**EQUIPMENT TRANSFER FORM**
(See Instructions)

**Indicate**  
**Type of Transfer (one only)**  
- Surplus Equipment Transfer (See Instructions, Note #1)  
- Interdepartmental Transfer or Sale (See Instructions, Note #2)

<table>
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<th>Inv. No.</th>
<th>Serial No.</th>
<th>Description</th>
<th>Inv. Value</th>
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From: (Present Inventory Location)

Department ________________________________

Resp. Cost Cntr ________________________________ $ ________

Print Name ________________________________

Signature __________________ Date ________________

* Attach Documentation showing how "Fair Market Value was Determined

To: (Present Inventory Location)  

Department ________________________________

FAIR MARKET VALUE(S)  

Resp. Cost Cntr ________________________________

FAIR MARKET VALUE APPROVED ______ (Purchaser)

Print Name ________________________________

Distribution (by Prop Mgmt)

Mail copies to:
- Accounting Office
- Purchasing Office
- Account Manager's Office

PROPERTY MANAGEMENT  

Signature __________________

Date __________________

A member of the Texas State University System
INSTRUCTIONS:

1. Surplus equipment being turned into UDC must have:
   - A completed and signed equipment transfer form ready for our personnel when they arrive.
   - Requesting Pickup of Surplus Equipment form must also be completed to schedule your pick up.

2. Transfer from must be completed by Account Manager’s giving (selling) and receiving (buying), and then submitted to the Property Management Office to make the changes in the permanent inventory records.
   - If Transfer is an Interdepartmental sale, a fair market value is to be established, and documentation showing how the value was determined will be forwarded to the Purchasing Office.

3. After adjusting the inventory records to reflect the transfer, Property Management will distribute a copy to each department involved and the General Accounting Office is applicable.