

INSTRUCTIONS:

1. Transfer form 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.
2. After adjusting the inventory records to reflect the transfer, Property Management will distribute a completed copy to each department involved and the General Accounting Office, if applicable.
3. 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.