

University of Arkansas Property Transfer Request

Date: _____

Requestor: _____

Department: _____

Reason for Transfer _____

Item Description, Make, Model, Date of Purchase, Original Cost: _____

Serial Number: _____ U of A Tag Number: _____

Funding Source for Original Purchase: _____

Name & Address of Institution to Receive Transfer: _____

Dollar Amount Payable to the U of A by Receiving Institution \$ _____

Signature of Requestor

Date _____

Approval Signatures

Department Chair

Date

Dean

Date

Associate Vice Chancellor for Business Services

Date

Director of Property Accounting

Date

Vice Chancellor for Finance and Administration

Date