You can complete this form on line, but cannot save the completed copy unless you have the full Acrobat Program - print extra copies.

FLORIDA ATLANTIC UNIVERSITY PROPERTY TRANSFER FORM

To: Property Management, Admin. Bldg. (10), Rm 297

Date: _____

From: _____

Accountable Officer

Phone: _____

Subject: Report of Transfer of Property

The following items of property have been transferred as indicated below

TRANSFER FROM:	TRANSFER TO:
Department Name :	Department Name :
Fund/Org.:	Fund/Org.:
Accountable Officer: _____ Signature	Accountable Officer: _____ Signature

			Old Location		New Location	
FAU No.	Description of Property	Serial No.	Building	Room	Building	Room

Original to Property Management, 1 copy for Relieving Accountability Officer, 1 copy for Accepting Accountability Officer