



Material Management and Purchasing

RECORD OF INTERDEPARTMENTAL PROPERTY MOVEMENT OR TRANSFER

From: _____ Transferring Department	To: _____ Receiving Department (Name)
Budget Code: _____	Budget Code: _____
Building No. _____	New Building No. _____

Item Description	Serial Number	Longwood Asset Tag #	Quantity Moved	New Room
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

TRANSFERRING DEPARTMENT	RECEIVING DEPARTMENT
Date: _____	Date: _____
Approval Signature: (Department Head)	Approval Signature: (Department Head)

Please Check Here if Work Order Was Done ----- For Property Control Use Only ----- Comments: