

University of Oklahoma Property Control

Inventory Transfers

Use this form whenever a department intends to:
 (1) Transfer property to another department or location
 Please use one form per piece of property

To add a piece of property to the Inventory list, contact: FSFixedAssets@ou.edu

Transfer Property to Another Department/Location

OU ID #: Serial Number:

Date Property was physically transferred:

Item Description:

Make: Model:

Transfer **FROM** Department Information

Fund	Org	Function	Entity	Source	Purpose	Project
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Transfer From Department Name:

Name	Phone	Email
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Transfer **TO** Department Information

Fund	Org	Function	Entity	Source	Purpose	Project
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Receiving Department Name:

Name	Phone	Email
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

New Location

Building: <input style="width: 95%;" type="text"/>	Room #: <input style="width: 95%;" type="text"/>
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Was a Cost Transfer entered to charge the receiving department? Yes No
 If yes, what is the CT Number? _____

If this property was purchased on a grant, the Project # must be listed above and Grants Accounting must approve the Transfer.

Additional Information: _____

Please send completed form to: FSFixedAssets@ou.edu