



CPIS Inventory Interdepartmental Property Transfer Form

This form is to be submitted when equipment is transferred from one University department to another. Please include all information below.

Item Description	ISU Inventory Tag #	New location (Building/ Floor/ Room)

The following signature and information will authorize the transfer of this equipment FROM the department transferring the equipment TO the [department receiving the equipment](#).

Submit to Property Management - Inventory after BOTH Department UBO's have signed.

Department Transferring Equipment:	Department Receiving Equipment
Department Name _____	Department Name _____
Organization Number _____	Organization Number _____
Printed UBO Name _____	Printed UBO Name _____
UBO Signature _____	UBO Signature _____
Date _____	Date _____

Property Management Inventory Use Only
Updated By: Printed Name _____
Signature _____
Date _____