Print Form

Revised: 06-16-2010

UNIVERSITY OF CENTRAL OKLAHOMA

TRANSFER OF UCO PROPERTY

Dept. Sending Property: _____ **Organization No.** _____

Dept. Receiving Property: _____ **Organization No.** _____

UCO Inventory Tag Number	PROPERTY DESCRIPTION (Manufacturer, Model, Serial Number)	Old Location	New Location

Remarks (condition of property, special instructions) _____

Approved by: _____ **Date:** _____
(Sending Organization Manager)

Approved by: _____ **Date:** _____
(Receiving Organization Manager)

Forward this completed form to Inventory Control, Box 131, or Fax 974-3867.