

Capital Property Transfer/Move Request

The department requesting capital property to be moved or transferred must complete this form. Each item must be listed separately. Attach this form to a completed Work Request when Facilities Management is required to move equipment. If a computer, printer, or computer related equipment is to be moved IT (X3000) must be contacted to do the move. Please complete all necessary information and obtain all required signatures prior to submitting to General Accounting/Property Management (970-S).

Warehouse - if transfer is to the warehouse, the department waives any claim of ownership. The property will be classified as surplus property and made available to any other department or for auction.

Temporary Storage - after temporarily stored for 14 calendar days and not reclaimed by the department, the department waives any claim of ownership. The property will be automatically transferred to the warehouse, classified as surplus property and made available to any other department or for auction.

CHOOSE ONE

Description	Serial Number	UH-D Tag #	From Room #	CHOOSE ONE		
				To Room #	To Warehouse	To Temp Storage

TRANSFERRING FROM:

Dept. _____ Property Custodian _____

Property Custodian's Signature _____ Date: _____

TRANSFERRING TO:

Dept. _____ Property Custodian _____

Property Custodian's Signature _____ Date: _____

PROPERTY MANAGEMENT (970-S) _____
 (Signature) (Date)

UNIVERSITY OF HOUSTON-DOWNTOWN
PROCEDURES FOR CAPITAL PROPERTY TRANSFER/MOVE
PRP1A

The following steps should be completed before moving or transferring property within the university. Under no circumstances should property be moved/transferred without the completion of this form with proper approvals. It is the department requesting the transfer's responsibility to ensure that the following steps are taken to move/transfer capital property.

1. Check to see if the property to be moved is tagged. If so, indicate the tag number on the form. If not, a brief description will be adequate.
2. Complete all sections of the form. If the property is being moved within your department, sign on both the transferring to and from lines.
If the property being moved is going to/from another department, get the transferring to/from department's property custodian's signature on the transferring to/from line.
3. If property were being moved to the warehouse or temporary storage, the **Transferring To** Property Custodian would be the Property Manager. In this case the Property Manager would sign as both transferring to Property Custodian and Property Manager.
4. Finally, forward the completed form to Property Management for signature. Property Management will make a copy for their records and give the original form back to the transferring property custodian.
5. Attach a signed copy of the transfer form to your request (Work Order) sent to Facilities Management to move the equipment.

Note: If the property being transferred/moved is computer related equipment, call IT at X3000 and they will move the property and fill out the transfer/move request form.

Property Management is located in 970-S.