



Savannah State University

Property Transfer to Surplus

TO: Property Control Officer

FROM: _____

Dept: _____

DATE:

| | | | | To Be Completed by: | | | |
|---|-------------|-------------|-------------------|---------------------|--|--|--|
| Property Control Officer | | | DOAS use only | | | | |
| Funding Information (Funded or Non-Funded) | Picture ID# | Disposition | Final Disposition | | | | |
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| SSU Tag # | Quantity | Serial/ID Number | Description (including any other ID numbers, color, measurements, etc.) | Condition (FN) |
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FN: Condition should be noted as New, Good, Fair, Poor, Scrap