

SAVANNAH STATE UNIVERSITY PROPERTY TRANSFER FORM

TO: Property Control Officer

Date: _____

FROM: _____

(Department)

SECTION I

It is requested that the following items of property, currently assigned to _____, be transferred as indicated.

ITEMS DESCRIPTION	SSU ID NUMBER	SERIAL NUMBER	FROM (Bldg./Rm)	TO (Bldg./Rm)

(IF MORE SPACE IS NEEDED, ATTACH, A CONTINUATION SHEET)

Requested by: _____ Date _____ Property Control: _____ Date _____

Approved by: _____ Date _____ Plant Operations: _____ Date _____

(Department Head)

SECTION II

This is to notify that the above described property has been relocated as indicated above:

Moved by: _____ Date _____ Received by: _____ Date _____

Original - Property Control

Canary - Receiving Department

Pink - Originating Department

Gold - Property Control