University of Central Florida
Finance & Accounting
Property & Inventory Control

Clear Entries

Request for Mass Transfers and Receipt of State-Owned Property for Projects

Use this form to transfer responsibility of state-owned property from one project to another project. To verify the transfer request has been completed, run query FXAM_LISTOFASSETS_BY_DEPT_PROJ.

The DDC, RFO, or Property Custodian (PCT) for **both** the transferring project and the receiving project must approve the transfer by signing this form. Fax the completed, signed form to Property & Inventory Control at 407-823-6455.

Decal Number	Description	From Project Number	Old Location	To Project Number	New Location

Transferring Project's DDC/RFO/Property Custodian (PCT)

_____
Signature

Name _____
Phone _____
Date _____

Receiving Project's DDC/RFO/Property Custodian (PCT)

_____
Signature

Name _____
Phone _____
Date _____

The Office of Research & Commercialization (ORC) must approve all mass transfer requests involving a Contract or Grant project(s). Fax transfer requests to ORC at (407) 823-3299.

_____ _____ _____
Name of ORC Representative *Signature* Date