University of Central Florida
Finance & Accounting
Property & Inventory Control

Clear Entries

Request for Transfer and Receipt of State-Owned Property for Projects

Use this form to transfer responsibility of state-owned property from one project to another project. The DDC, RFO, or Property Custodian (PCT) for **both** the transferring project and the receiving project must approve the transfer by signing the 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 _____

Form #41-811

Rev 9/24/2009