University of Central Florida
Finance & Accounting
Property & Inventory Control

Clear Entries

Request for Transfer and Receipt of Contract or Grant Asset(s) for Projects

Use this form to transfer responsibility of a Contract or Grant asset(s) from one project to another project. The fifth digit of the project number should be a 6, 7, 8, or 9 (for example, 6401**6**016). 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 transfer requests to or from a Contract or Grant asset(s). Fax transfer requests to ORC at (407) 823-3299

_____ _____ _____
Name of ORC Representative | *Signature* | Date