



**University of Central Florida**  
**Finance & Accounting**  
**Property & Inventory Control**

**Non-ORC Request for Transfer and Receipt of State-Owned Property**

Use this form to transfer responsibility of state owned property from one project to another project. The DDC/RFO/PCT for both the transferring and receiving department/project must approve the transfer by signing the form. Email the completed, signed form to Property and Inventory Control at [Property@ucf.edu](mailto:Property@ucf.edu).

This form should NOT be used for transfers between departments.

Decal Number	Description	From Department/Project Number	To Department/Project Number	New Location

**Transferring Department/Project's DDC/RFO/PCT**

**Receiving Department/Project's DDC/RFO/PCT**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date