



[October 5, 2017]

**PROPERTY STATUS / TRANSFERRED / BORROWED / DISPOSAL REPORT**

**Instructions:** The employee wishing to dispose or transfer Non-Capitalized Assets (<\$5,000) or Capitalized Fixed Assets (>\$5000) needs to fill out this form. The form then should be signed by Dean, Director, or Designee and distributed as below.

*Distribution: Original- Procurement, 1 Copy-Unit Files, 1 Copy-Maintenance (for disposal request)*

1. Date of Report: \_\_\_\_\_
2. TO: Procurement Office – Property Control Officer
3. FROM: \_\_\_\_\_  
Dean/Director/Designee  
\_\_\_\_\_  
College/Division
4. Description of Property with UOG Tag No(s) and/or Serial number (if no UOG tag):  
\_\_\_\_\_  
\_\_\_\_\_
5. Property Status:
  - a. \_\_\_ Stolen, Lost or Missing
  - b. \_\_\_\_\_ Damaged
  - c. \_\_\_ Unserviceable
  - d. \_\_\_\_\_ Donated/Estimated Value \$\_\_\_\_\_
6. Property [was / was not] purchased with federal funds.

7. This section to be filled out for transfer purposes only.

TRANSFERRER / BORROWER

TRANSFERRER / BORROWER

\_\_\_\_\_  
College/Division

\_\_\_\_\_  
College/Division

\_\_\_\_\_  
Signature /Dean /Director/Designee

\_\_\_\_\_  
Signature /Dean /Director /Designee

8. Effective date of Transfer: \_\_\_\_\_

9. Remarks: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (Dean, Director, Designee)