

**UNIVERSITY OF LOUISIANA AT MONROE  
PROPERTY CONTROL**

**REQUEST FOR INTERDEPARTMENTAL TRANSFER OF PROPERTY**

TO: Director of Property Control (FAX 3458)      DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE  
RELEASING DEPARTMENT: \_\_\_\_\_ DEPT CODE: \_\_\_\_\_

RECEIVING DEPARTMENT: \_\_\_\_\_ DEPT CODE: \_\_\_\_\_

ALREADY MOVED: \_\_\_\_\_ (or) REQUESTED DATE TO BE MOVED \_\_\_\_\_

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	ITEM DESCRIPTION	TAG NUMBER	FROM BLDG ROOM	TO BLDG ROOM
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____

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**TO BE SIGNED AFTER TRANSFER IS COMPLETED.**

\_\_\_\_\_  
SIGNATURE OF RELEASING DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF RECEIVING DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPLETED BY

\_\_\_\_\_  
DATE