

**THE UNIVERSITY OF ALABAMA**

Property & Inventory Management

**TRANSACTION FORM**

From:		To:	
Department Name		Department Name	
Department Org #		Department Org #	
Building		Building	
Room		Room	

Equipment Description:		
Description (if vehicle include license plate)	Serial #	UA Property Tag #

(if more than five assets see attached list)

TYPE OF TRANSACTION (CHECK ONE):	
<input type="checkbox"/> On Loan (Provide address in "To" Section above)	<input type="checkbox"/> Delete: Trade In (Provide PO# of Trade in Notes below)
<input type="checkbox"/> Change in Location: Bldg and/or Room	<input type="checkbox"/> Delete: Cannibalized
<input type="checkbox"/> Transfer: Department	<input type="checkbox"/> Lost (Provide information in Notes below, Police Report Required)
<input type="checkbox"/> Surplus Property	<input type="checkbox"/> Stolen (Provide detail in Notes below, Police Report Required)
<input type="checkbox"/> Other: _____	

Notes (Use this area for a detail of events if item(s) is marked as "Lost" or "Stolen", also for any other information needed by P&IM):

  
  
  
  

<p><b>TRANSFERRING DEPARTMENT (Two Signatures Required):</b></p> <p>The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.</p> <p>SIGNED: _____          PRINT NAME: _____          DATE (mm/dd/yyyy): _____          Property Manager</p> <p>SIGNED: _____          PRINT NAME: _____          DATE (mm/dd/yyyy): _____          Department Head</p>	<p><b>RECEIVING DEPARTMENT:</b></p> <p>SIGNED: _____          PRINT NAME: _____          DATE (mm/dd/yyyy): _____          Property Manager</p> <hr/> <p><b>PROPERTY &amp; INVENTORY MANAGEMENT:</b></p> <p>SIGNED: _____          PRINTED NAME: _____          DATE (mm/dd/yyyy): _____</p>
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**Please Note:**

\* All computer equipment must have all licensed software including the operating system and sensitive data removed prior to pickup for surplus, Property & Inventory Management will not remove.

\*\* Please fax a copy of original to 348-9169 and mail original to Box 870238. A work order will be needed if the services of Logistics are required. If you do not have access to the work order system please have your building representative complete the work order request for you.

\*\*\* If you have any questions related to this form please feel free to contact Charlie Boswell email at cboswell@fa.ua.edu or by phone at 348-5700.

Department is responsible for maintaining file copy.