

**Alabama A & M University**

**PROPERTY TRANSFER AND ACCOUNTABILITY**

DEPARTMENT \_\_\_\_\_

Transfer From			Transfer To								
Bldg.	Rm#	Signature	Bldg.	Rm#	Signature	Qty.	Desc.	S/N	Tag#	\$Value	Classification Code

**FORM DISTRIBUTION**

- 1 Property Manager
- 2 Transferor
- 3 Transferee

**INVENTORY CONTROL APPROVAL**

\_\_\_\_\_ **Inventory Clerk**                      \_\_\_\_\_ **Date**

\_\_\_\_\_ **Property Manager**                      \_\_\_\_\_ **Date**