

PROPERTY TRANSFER REPORT

STD. 158 (Rev. 10/2019)

ENTERED ON PROPERTY RECORDS BY *(Signature)*



FROM <i>(Department, Unit, or Office)</i>	LOCATION <i>(Address)</i>	DATE	<div style="border: 2px solid black; padding: 5px;">DOCUMENT NUMBER</div>
TO <i>(Department, Unit, or Office)</i>	LOCATION <i>(Address)</i>	CHECK TRANSFER TYPE <input type="checkbox"/> INTRA-DEPT. (SAME FUND) <input type="checkbox"/> INTER-DEPT. (SAME FUND) <input type="checkbox"/> BETWEEN FUNDS	
CONTACT PERSON	TELEPHONE NUMBER		

LINE	ARTICLE	EQUIPMENT NUMBER	ORIGINAL PURCHASE DATE	QUANTITY	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

REASON FOR TRANSFER

APPROVED BY PROPERTY SURVEY BOARD (A MINIMUM OF TWO SIGNATURES IS REQUIRED)	SIGNATURES	DATE SIGNED
	1.	
	2.	
REVIEWED BY DEPARTMENT OF GENERAL SERVICES	3.	
	4.	
RECEIVED THE ABOVE ITEMS FOR DELIVERY AS DIRECTED HEREIN	TRUCK DRIVER	
I HAVE RECEIVED THE ITEMS ABOVE	PROPERTY CUSTODIAN	UNIT OR OFFICE
	5.	
	6.	