



Florida Gulf Coast University

Property Transfer/Relocation

The items below will be (check one):

- Transferred to a different department
 Relocated within a department
 Other

Please explain if Other is checked: _____

Property Decal Number	Description (Mfr., Model, Color, Size, etc.)	Serial Number

Transferring Department (Original Property Location)	Receiving Department (Property Destination)
Dept. Name /Org#:	Dept. Name /Org#:
Building: Room #:	Building: Room #:
Signature Date:	Signature Date:

Both transferring and receiving departments must sign the form in order to be processed.

Finance & Accounting Use Only:

Date entered in Banner _____

Initials _____