

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>TRANSFERRING DEPARTMENT (one signature required):</p> <p>The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p> <p style="text-align: center;">Property Manager</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p> <p style="text-align: center;">Department Head</p>	<p>RECEIVING DEPARTMENT:</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p> <p style="text-align: center;">Property Manager</p> <p>PROPERTY & INVENTORY MANAGEMENT:</p> <p>SIGNED: _____</p> <p>PRINTED NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p>
--	---

Please Note:

* All computer equipment must have all licensed software including the operating system and sensitive data removed prior to transfer to surplus. Property & Inventory Management is not responsible for removal of software or data.

** Please email the completed transaction form to property@fa.ua.edu.

***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, contact Charlie Boswell by email at cboswell@fa.ua.edu or by phone at 348-5700