

STATE PROPERTY TRANSFER REQUEST FORM

This form is used to transfer University property to other state agencies, non-state agencies, and private organizations.

Instructions: (Form Must Be Typed)

1. Complete, sign, scan, attach all/any support documentation and email to inventory.department@utsa.edu; use SUBJ: State Transfer and DeptID.
2. The Final Approver for **ALL** UTSA property transfers is the UTSA Property Manager.
3. A final copy of the completed transfer will be emailed to you to retain with your records.

TRANSFERRING (LOSING) AGENCY	RECEIVING (GAINING) AGENCY	
The University of Texas at San Antonio (UTSA) One UTSA Circle San Antonio, TX 78249-0610 Point of Contact: Inventory Department Phone: (210) 458-4844 Fax Number: (210) 458-4845 Inventory Website: http://www.utsa.edu/inventory/ Agency Number: <u>743</u> Business Unit: <u>UTSA1</u>	Name: _____	
	Address: _____	
	Agency Number: _____	
	Point of Contact: _____	
	Phone: _____	
	Email: _____	
	State of Texas Non-State Agency Business Unit: _____	
REQUESTER DETAILS		
Project Coordinator: _____ Date Items Received: _____		
Project/Building: _____ Project ID: _____ Date: _____		
Inventory Contact Person: _____ Phone: _____ DeptID: _____		
ROUTING/REQUIRED APPROVALS		
Authorized Department Official/Chair (1 st Level)	Signature	Phone
Vice President/Dean (2 nd Level)	Signature	Phone
Grants & Contracts, if applicable (3 rd Level)	Signature	Phone
Grant ProjectID: _____ Principle Investigator: _____		
Capital Asset Manager (Final Reviewer)	Signature	Phone
UTSA Property Manager (Final Approver)	Signature	Phone
INVENTORY USE ONLY		
Inventory Manager (Reviewed)	Signature	Phone
Processed By	Signature	Date

GAINING PROPERTY MANAGER

My Agency accepts financial liability for the loss or damage to the property listed, and in an “AS IS” condition. All listed property numbers/serial numbers have been verified and are hereby received.

Receiving Agency Property Manager/Equivalent

Signature

Date

Business Unit: **UTSA1**

THE UNIVERSITY OF TEXAS AT SAN ANTONIO (UTSA)

State Property Receipt

Today's Date: _____

Tag Number	Desc/Model#	Serial ID	Acquisition Date	PO ID	Amount	Accum Deprec	Deprec Val	Grant/PrjID	Cost Center	Current Location

Email or Fax signed copy (both pages) to the UTSA Inventory Department Manager: Cassandra.Porter@utsa.edu or Fax: (210) 458-4845

UTSA INVENTORY USE ONLY

Retired From UTSA Financial System: Date: _____ Verified By: _____ (Initials) Financing CD: _____

Completed Copy Forwarded to Department: Date: _____ Verified By: _____ (Initials)