

UTSA Financial Affairs

STATE PROPERTY TRANSFER REQUEST FORM

1. Complete, sign, scan and attach all support documentation and email to inventory.department@utsa.edu; use "SUBJ: State Transfer and department ID number".
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 (210) 458-4845 Inventory Website: http://www.utsa.edu/inventory/ Agency: 743 Business Unit: UTSA1		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:		
Inventory Contact Person:	Phone:	Dept ID:	
ROUTING/REQUIRED APPROVALS			
Responsible Parties	Name	Signature	Phone
1. Authorized Department Manager (1 st Level)			
2. Vice President/Dean (2 nd Level)			
3. Grants & Contracts, if applicable (3 rd Level)			
Grant Project ID	Principle Investigator		
4. Sr. Manager of Distribution Services (Final Reviewer)			
5. UTSA Property Manager (Final Approver)			
INVENTORY USE ONLY			
Name		Signature	Date
Inventory Manager (Reviewed)			
Processed By			

Email both pages to inventory.department@utsa.edu with SUBJ: State Transfer and the department ID number

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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:

[illegible]

Email or fax signed copy (both pages) to the UTSA Inventory Inbox: Inventory.Department@utsa.edu or (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)