



**Business Affairs  
Property Management  
TRANSFER OF COLLEGE PROPERTY FORM /  
TEMPORARY CUSTODY RECEIPT**

**Transfer of College Property Form**

**Transfer of Property From:** \_\_\_\_\_  
Department Name Department ID #

**To:** \_\_\_\_\_  
Department Name Department ID #

<u>From Room / Campus</u>	<u>To Room / Campus</u>	<u>Tag Number</u>	<u>Description</u>

**Transferred by**

**Received by**

\_\_\_\_\_  
PROPERTY CUSTODIAN NAME / TITLE (PRINT)

\_\_\_\_\_  
PROPERTY CUSTODIAN NAME / TITLE (NAME)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**Temporary Custody Receipt for Loan of College Property to College Employee**

<u>Description of Property</u>	<u>Tag Number</u>	<u>Condition of Property</u>

I understand the above listed property I am receiving on temporary custody is required for use in conjunction with official College business or with a course of instruction. I agree to return this property on the date listed below. I further understand and agree that I am personally accountable for this property in the event of loss or damage, and I will reimburse the College at fair market value.

\_\_\_\_\_  
BORROWER NAME (PRINT)

\_\_\_\_\_  
BORROWER NAME (SIGNATURE)

\_\_\_\_\_  
EMPLOYEE NUMBER

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE TO BE RETURNED

\_\_\_\_\_  
DIVISION DEAN or DIRECTOR (PRINT)

\_\_\_\_\_  
DIVISION DEAN or DIRECTOR (SIGNATURE)

\_\_\_\_\_  
DATE RETURNED

**INSTRUCTIONS**

**TRANSFER OF COLLEGE PROPERTY FORM  
DEPARTMENT TO DEPARTMENT  
OR CAMPUS TO CAMPUS TRANSFERS**

The top half of this form must be completed whenever decaled College property is relocated from room-to-room or campus-to-campus. New room location and Department ID Number is needed to update the property files.

The transferring department completes the form, signs the top left portion, retains a copy, and forwards the original with the work order to Campus Services for the move, if needed. Once the property is received at the new location, the new custodian must sign in the area "Received By" and forward the original to **Property Management, North Campus**.

**DISTRIBUTION:**

Forward to **Property Management, North Campus** after all items are moved and signed by new custodian.

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**TEMPORARY CUSTODY RECEIPT  
FOR LOAN OF COLLEGE PROPERTY TO EMPLOYEE**

The lower half of this form must be completed whenever College property is in the temporary custody of a College employee. The original form is sent to Property Management for auditing purposes. Division Dean or Director's signature is required before an employee can borrow College property. College property can be borrowed for official College business only.

**DISTRIBUTION:**

Forward original to **Property Management, North Campus** and retain a copy for your records. When items are returned, forward a copy to Property Management with date of return.