

Asset Management - Property Transfer Request Form

Email copy to: assetmanagement@fullerton.edu

Department Transferring From:

Department: _____ School or Division: _____

Current Custodian: _____

Department Property Coordinator Name: _____

Department Property Coordinator Signature: _____ Date: _____

Property Asset Tag No./Serial No.	Description (Make, Model, Type)	Current Location	New Location

***Note:** An [Electronic Data/Media Sanitization Release form](#) is required for any **equipment containing Electronic storage media**. The Asset Management Office will not process your request without the completion of the form.

Has the equipment been Sanitized? Yes No Has the equipment been Unlocked? Yes No

Comments: _____

Department Transferring To:

New Department: _____ New School or Division: _____

New Custodian: _____

New Department Property Coordinator Name: _____

New Department Property Coordinator Signature: _____ Date: _____

Office Use Only

Asset Management Comments: _____

Changes Made to Peoplesoft: Yes: No:

Name: _____	Signature: _____	Date: _____
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