



**UNIVERSITY OF WEST FLORIDA  
UWF PROPERTY TRANSFER FORM**

**Cost \$5,000 or More**

<b>To: Property Department, Controller's Office, Building 20E</b>	<b>Date:</b>
<b>Transferring Department:</b>	<b>Receiving Department:</b>

**Please move and have department or authorized representative acknowledge receipt when move is completed, and return this document to the Property Department in the Controller's Office.**

<b>From:</b> Dept. Name:  Orgn. #:	<b>To:</b> Dept. Name:  Orgn. #:
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UWF Blue Tag #	Serial #	Property Description	From Bldg. #	From Room #	To Bldg. #	To Room #

<b>Transferring Department:</b> I hereby authorize the above transfer for the property listed on this form.	<b>Receiving Department:</b> I hereby acknowledge and accept accountability for the property on this form.
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<b>Signature, Accountable Officer/Project Director</b>	<b>Date</b>	<b>Signature, Accountable Officer/Project Director</b>	<b>Date</b>
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