

THE UNIVERSITY OF ALABAMA

Property & Inventory Management

TRANSACTION FORM

From:		To:	
Department Name		Department Name	
Department Org #		Department Org #	
Building		Building	
Room #		Room #	

Equipment Description:		
Description (if vehicle include license plate)	Serial #	UA Property Tag #

(if more than five assets see attached list)

TYPE OF TRANSACTION (CHECK ONE):	
<input type="checkbox"/> On Loan (Provide address in "To" Section above)	<input type="checkbox"/> Delete: Trade In (Provide PO# of Trade in Notes below)
<input type="checkbox"/> Change in Location: Bldg and/or Room	<input type="checkbox"/> Delete: Cannibalized
<input type="checkbox"/> Transfer: Department	<input type="checkbox"/> Lost (Provide information in Notes below)
<input type="checkbox"/> Surplus Property	<input type="checkbox"/> Stolen (Provide detail in Notes below, Police Report Required)
<input type="checkbox"/> Other: _____	Police Case# _____

Notes (Use this area for a detail of events if item(s) is marked as "Lost" or "Stolen", also for any other information needed by P&IM):

<p>TRANSFERRING DEPARTMENT (one signature required):</p> <p>The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p> <p style="text-align: center;">Property Manager</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p> <p style="text-align: center;">Department Head</p>	<p>RECEIVING DEPARTMENT:</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p> <p style="text-align: center;">Property Manager</p> <p>PROPERTY & INVENTORY MANAGEMENT:</p> <p>SIGNED: _____</p> <p>PRINTED NAME: _____</p> <p>DATE (mm/dd/yyyy): _____</p>
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Please Note:

* All computer equipment must have all licensed software including the operating system and sensitive data removed prior to transfer to surplus. Property & Inventory Management is not responsible for removal of software or data.

** Please email the completed transaction form to property@fa.ua.edu.

***A work order will be needed if the services of Logistics are required. Please email the completed transaction form to property@fa.ua.edu and a copy to your building representative so a work request can be submitted.

**** If you have any questions related to this form, contact Tyreece Hampton by email at thampton@fa.ua.edu or by phone at 348-7602.