

JSU INVENTORY

{ PROPERTY TRANSFER & ACCOUNTABILITY FORM OF ITEMS PURCHASED
AT \$5000 AND ABOVE)

TO BE FILLED OUT BY THE TRANSFEROR AND SIGNED BY THE
TRANSFEEE

- TYPE TRANSACTION
- newly acquired property
 - room change only
 - department change
 - other (explain) _____
-

This form must be filled out when moving any JSU property that originally cost \$5000.00 or more.

| | | | |
|---|-------------|--------------------------------|---|
| BUILDING FROM: | | BUILDING TO: | |
| ROOM FROM: | | ROOM TO: | |
| [SEPARATE SHEET NECESSARY FOR EACH RECEIVING BUILDING] | | | Please put items serial # if no JSU tag # is available. |
| Quantity | Description | JSU <u>bar coded</u> sticker # | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I accept full responsibility and accountability for all the above items:

_____ (signature please) _____ (printed name)

Date _____ *This form replaces all others as of 4/30/04*