

PROPERTY CHANGE NOTICE

DATE _____

FROM _____
 ACCOUNT NAME AND NUMBER

TO _____
 ACCOUNT NAME AND NUMBER

CHANGE OF ACCOUNTABILITY

- ADD:** **DEDUCT:**
- DONATED INTER-DEPT. TRANSFER SCRAP
- FOUNDATION SURPLUS MISSING
- CONSTRUCTED TRADE-IN OTHER _____
- STOLEN-REPORT TO SECURITY

CHANGE OF LOCATION

- PERMANENT *OUT FOR REPAIR
- TEMPORARY OTHER _____

Date of Move _____

TAG NUMBER	DESCRIPTION AND SERIAL NUMBER	FROM LOCATION		TO LOCATION		PROPERTY CONTROL USE ONLY
		BUILDING	ROOM	BUILDING	ROOM	DOLLAR VALUE

JUSTIFICATION _____

FISCAL AGENT _____ SIGNATURE DATE	FOR PHYSICAL FACILITIES USE ONLY CHANGE COMPLETED _____ SIGNATURE DATE	FOR PROPERTY CONTROL USE ONLY CONFIRMATION <input type="checkbox"/> YES <input type="checkbox"/> NO _____ PROPERTY CONTROL OFFICER'S SIGNATURE DATE
	_____ SIGNATURE DATE	

DISTRIBUTION: PROPERTY CONTROL