

# 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"/> <b>WO# Here:</b> _____	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><b>TRANSFERRING DEPARTMENT (one signature required):</b></p> <p style="text-align: center;">The undersigned acknowledge that the Equipment listed is the Property of The University of Alabama.</p> <p>SIGNED: _____          PRINT NAME: _____          DATE (mm/dd/yyyy): _____          Property Manager</p> <p>SIGNED: _____          PRINT NAME: _____          DATE (mm/dd/yyyy): _____          Department Head</p>	<p><b>RECEIVING DEPARTMENT:</b></p> <p>SIGNED: _____          PRINT NAME: _____          DATE (mm/dd/yyyy): _____          Property Manager</p> <hr/> <p><b>PROPERTY &amp; INVENTORY MANAGEMENT:</b></p> <p>SIGNED: _____          PRINTED NAME: _____          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@ua.edu](mailto:property@ua.edu).
- \*\*\* A **work order** will be needed if the services of Logistics are required. Please email the completed transaction form to [property@ua.edu](mailto:property@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 [sthampton@ua.edu](mailto:sthampton@ua.edu) or by phone at 348-7602.