

Property Transaction Request

Property Custodian Code	Transaction Request Number (Internal to organization)
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1. Addition Type: New Acquisition Inventory Adjustment Other _____
Describe

Description	Sunflower Catalog Number	Description of Personal Property		
	Manufacturer	Model Number	Serial Number	
	DOC Barcode Number	Asset Category		Useful Life

Location	Building Number _____ Room Number _____	
	Street Address _____	
	City _____	County _____ State _____ Zip _____

Accounting	Document Type (Check One)				
	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Contract <input type="checkbox"/> Bank Card <input type="checkbox"/> GSA Fedstrip <input type="checkbox"/> Leases Rentals <input type="checkbox"/> Other _____ <small>(Form #)</small>				
	Document #	Line Item#	Acquisition Cost	Acquisition/Acceptance Date	
Organizational Code	Object Class	Project Code/Task Number	FSC	Lease <input type="checkbox"/>	

Multiple Adds	Multiple Adds (Use this section to record multiple "adds" of the same item procured on the same document.)					
	DOC Barcode	Serial No.	Custodian Code	Bldg. No.	Room No.	Project/Task No.

List Depreciation Information and any remarks below (Include organization code, depreciation project code(s) task code(s), parent/child asset barcode(s))

Signature of Property Custodian (Print Name)	Request Date	Telephone
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See reverse for Change, Transfer or Delete Actions

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2. Change

DOC Barcode #	Item to be Changed (Cost, Condition, etc.)	Old Data	New Data

3. Transfer (PC releasing the property must send this form to the gaining PC for completion & signature)

DOC Barcode #	Serial Number	Gaining PC Code #	New Location (Street Address, City, County, State, Zip)
DESCRIPTION			
Signature of <u>Gaining PC</u>		Request Date	Telephone

4. Delete

Types: A-Abandon/Destroy, B. – Cannibalize, C-Scrap, D.– Sold, E.-Lost, F.-Stolen, G.-
Transfer, (Other than DOC)
(Attached supporting documents: e.g. Board of Review form)

DOC Barcode #	Type (See above)	DOC Barcode#	Type (See above)	DOC Barcode #	Type (See above)
Signature of Property Custodian (Print Name)		Request Date		Telephone	