UNIVERSITY OF IOWA PROPERTY MANAGEMENT
INTERNAL TRANSFER OF UNIVERSITY EQUIPMENT

Send Completed Form To:
Property Management Office
609 Jefferson Building

UI Tag #	PMO*	Description	Effective Date	Serial No.

Rationale for Transfer:

*-PMO Use Only

Requires 2 DEO Approvals – See Sections A & B:

Section A – Transfer-Out Information & Approval:

Dept-Subdept # | Department Contact (please print) | Campus Phone

Departmental Executive Office Signature | DEO Printed Name | Date | Campus Phone

Section B – Transfer-In Information & Approval:

Department Contact (please print) | Contact Campus Address | Contact Campus Phone

New Location (Bldg & Room) | Custodian (please print) | Custodian Campus Phone

New Department MFK:

FUND	ORG	DEPT	SUBDEPT	GRANT	OACT	DACT	CCTR

Departmental Executive Office Signature | DEO Printed Name | Date | Campus Phone

Property Management Office Use Only:

For Inventory Audit

Date Entered:

Completed By:

File Number: