

## State Property Transfer

### Instructions

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1. Complete this form using [Adobe Acrobat or Reader](#).
2. Sign the form using a [Digital Signature](#).
3. Email the completed form to [inventory@uta.edu](mailto:inventory@uta.edu).

★ *Approval must be granted before equipment is physically removed from UTA premises.*

### Transferring Agency Information

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The University Of Texas at Arlington  
[Inventory@uta.edu](mailto:Inventory@uta.edu)

Inventory Services  
817-272-9684

Agency Number: 714  
701 S. Nedderman Drive, Arlington, TX 76019

Department \_\_\_\_\_

Department ID \_\_\_\_\_

Inventory Contact \_\_\_\_\_

Email \_\_\_\_\_

Why are the items being transferred? (As opposed to being surplussed. Include any supporting documentation.)

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Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Vice President or Dean Signature \_\_\_\_\_

Date \_\_\_\_\_

Property Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

**Item Details**

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UTA Tag ID	Description	Serial ID	Acquisition Date	Class Code	Original Value	Accumulated Depreciation	Depreciated Value	Proceeds



## Receiving Agency Information

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Agency Name \_\_\_\_\_ Agency Number \_\_\_\_\_

Address \_\_\_\_\_

Inventory Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Texas State Agency

Non-State Agency

Business Unit \_\_\_\_\_

## Transfer Receipt

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UTA hereby transfers the item(s) listed.      Effective Transfer Date \_\_\_\_\_

UTA Property Manager Signature \_\_\_\_\_      Date \_\_\_\_\_

**My agency accepts financial liability for the loss or damage to the item(s) listed, and in an "AS IS" condition.**

**All listed asset/serial numbers have been verified and are hereby received.**

Receiving Agency Property Manager (or Equivalent) Signature \_\_\_\_\_      Date \_\_\_\_\_