

# University of Texas at Arlington (UTARL) State Property Transfer Request

Approval must be granted BEFORE equipment is physically removed from UTA premises/jurisdiction.

## TRANSFERRING AGENCY

**The University of Texas at Arlington (UTARL)**  
701 S. Nedderman Drive Arlington, TX 76019  
Point of Contact: Inventory Services

Agency Number: 714  
Email: inventory@uta.edu  
Phone: (817) 272-9684

## RECEIVING AGENCY

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_

Texas State Agency  Non-State Agency  Business Unit: \_\_\_\_\_

## REQUESTER INFORMATION

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

Requester Name: \_\_\_\_\_ Requester Email: \_\_\_\_\_ Requester Phone: \_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Why items are being transferred as opposed to being surplussed; Attach any supporting documentation)

*Institutional Advancement approval is required if the asset(s) was acquired through a gift/donation to UT Arlington.*

\_\_\_\_\_  
Institutional Advancement Representative  
(SIGNATURE)

\_\_\_\_\_  
Institutional Advancement Representative  
(PRINT)

\_\_\_\_\_  
Date

*Grants and Contracts approval is required if the asset(s) was acquired through a project or grant.*

\_\_\_\_\_  
Grants and Contracts Representative  
(SIGNATURE)

\_\_\_\_\_  
Grants and Contracts Representative  
(PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
VICE PRESIDENT/DEAN (SIGNATURE)

\_\_\_\_\_  
VICE PRESIDENT/DEAN (PRINT)

\_\_\_\_\_  
Date