HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

DEPARTMENTAL TRANSFERS AND DISPOSALS

SECTION A – TRANSFER FROM

DEPARTMENT NAME _____ ACCOUNT NUMBER _____

BUILDING _____ ROOM NUMBER _____ DATE _____

RESPONSIBLE PERSON _____ SIGNATURE _____

THIS IS A: LOAN ☐ HOW LONG? ☐ TRANSFER ☐ DISPOSAL ☐

SECTION B – TRANSFER TO

DEPARTMENT NAME _____ ACCOUNT NUMBER _____

BUILDING _____ ROOM NUMBER _____ DATE _____

RESPONSIBLE PERSON _____ SIGNATURE _____

SECTION C – PROPERTY IDENTIFICATION

DESCRIPTION	SERIAL NUMBER	TAG NUMBER	PRICE
		TOTAL➔	

ORIGINAL-PROPERTY MANAGEMENT OFFICE
CANARY-1ST DEPARTMENT
PINK-2ND DEPARTMENT

APPROVED BY: _____
Doretha J. Spells
Vice President for Business Affairs and Treasurer