



TRANSFER OF PROPERTY FORM

CONTROL NO.	
Team No.	Today's Date
PT	

INSTRUCTIONS:

(Click on shaded field to be filled out on-line. Print out for required signature.)

1. Releasing TEAM representative completes form. Type or print a full description of property and any comments. Make a copy for your records. Signature is required.
2. Releasing TEAM sends original document with property. Be sure to check method of shipment.
3. Receiving TEAM signs for receipt of goods. Photocopy document and return to Releasing TEAM to acknowledging receipt of property. All parties maintain copies for their records.
4. HazMat Resource Coordinator adjusts TEAM inventory records as required.

1) RELEASING TEAM	2) SIGNATURE OF RELEASING TEAM REPRESENTATIVE	3) TELEPHONE	4) RELEASE DATE
5) RECEIVING TEAM	6) SIGNATURE OF RECEIVING TEAM REPRESENTATIVE	7) TELEPHONE	8) RECEIVING DATE

9) SHIPMENT METHOD:

DELIVERED VIA TEAM
 UPS
 RETURNED WITH RESOURCE COORD.
 OTHER _____

ITEM	PROPERTY NO. (ASSET TAG)	MFGR SERIAL NUMBER	ITEM DESCRIPTION AND CONDITION	QTY	DISP. CODE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

DISPOSITION CODES :

1. Good condition. Operable but no longer needed for program. Return to Salem
2. Scrap or Expired. Return to Salem or destroy in field.