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| Property Transfer |
| 1. **Procedures**▪ When a durable or consumable property item is no longer needed, the responsible Center/Office Supervisor will complete the report below and submit to the applicable Program Manager/Director for follow-up actions.

▪The item is not to be relocated from the assigned location until authorized by the Program Manager/Director and the Property Officer.▪ The “new” approved location will be located on this form, the Property Record Card, and the applicable Program Inventory.1. **Transfer**
 |
| Item | Make | Model | Serial # | YVEDDI # |
|       |       |       |       |       |
|  |
| Current Assigned Site |
| Office/Center | Staff Person | Location |
|       |       |       |
|  |
| Proposed New Site |
| Office/Center | Staff Person | Location |
|       |       |       |
|  |
| Submitted By: | Reviewed/Approved By: |
| Supervisor | Program Manager/Director |
| Date      | Date      |
|  | Property Officer |
|  | Date      |
|  |
| If approved, date transferred: |       |
| Property Record Card Noted: |       |
| Program Inventory Noted: |       |
| YVEDDIP. O. Box 309 ▪ Boonville, NC 27011 |