|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: | |  | | | | | | |
| YVEDDI  P. O. Box 309 ▪ Boonville, NC 27011 | | | | | | | | |