

DE LA SALLE UNIVERSITY – DASMARIÑAS
FINANCE AND ACCOUNTING OFFICE

RTF No. _____

REQUEST FOR TRANSFER OF FURNITURE/EQUIPMENT

TO : **PROPERTY SECTION**

DATE : _____

FROM : _____
(Printed Name & Signature of Immediate Head)

DEPT/UNIT : _____

This is to request for the transfer of the following furniture/equipment: (please fill up corresponding box)

Location	Qty	Unit	Item/Description	Serial No.	FEA No.	Acq. Date	Property No.

Reason of transfer:

Note: This is to certify that I received the following equipment/furniture from other department/colleges for which I am responsible. In case of loss and if it could be proven that the loss was due to my negligence, I will pay for the above item(s). In the event of loss, it is my duty to report to the security officer within 72 hours. Failure to do so means administrative negligence on my part.

Receiving Dept : _____

Custodian : _____

Dept./Unit Head : _____

Item/s checked : _____
Property Representative / Date

Noted by : _____
Head, Property Section / Date

Approved by: _____
University Controller / Date

Posted by: _____ Date: _____

(Please print three copies)