

PERSONAL PROPERTY FORM

DATE:

IT/O&M LOG NUMBER:

ACQUISITION EXCESS

TRANSFER CHANGE

Organization Code:

Organization Code:

Room #:

Room #:

Custodian Name:

Custodian Name:

User:

User:

Phone #:

Phone #:

Object Class:

Receipt Date:

Accounting Class:

BAR CODE NO.	MANUFACTURER	DESCRIPTION	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT

APPROVAL/RECEIPT OF PROPERTY USER

SIGNATURE

TITLE

DATE

APPROVAL/RECEIPT OF PROPERTY CUSTODIAN

SIGNATURE

TITLE

DATE