

Transfer of Property – Department

Summary/Purpose: Accounting for the transfer of property to another University of Mississippi department.

When there is a transfer of property between departments within the university, the department chair responsible for the property shall initiate an Equipment Transfer Notice, University form number UMPR-003. This transfer notice will identify the losing department, effective date of transfer, description of equipment, university property number, serial number (if applicable), the gaining department, and the new location of the transferred property and will be signed by both department chairs. Each department chair or designee will retain a copy of the transfer notice, and the original will be forwarded to the University Property Office so that the transfer may be completed.