**PROPERTY TRANSFER REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| Entity Name: | «AGENCY» | Fund Cluster: | «fund» |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Accountable Officer/Agency/Fund Cluster: | | «from-employee» | PTR No.: | «ptrno» |
| To Accountable Officer/Agency/Fund Cluster: | | «to-employee» | Date: | «date» |
| Transfer Type: (check only one) | |  |  |  |
|  | |  |  |  |
|  | [ ] Donation  [x] Reasssignment | [ ] Relocate  [ ] Others (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Acquired | Property No. | Unit | Description | Amount | Condition of PPE |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reason for Transfer:   |  |  |  | | --- | --- | --- | |  | Transfer of accountability |  | |  |  |  | |  |  |  | |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved by: | Released/Issued by: | Received by: |
|  |  |  |  |
| Signature: |  |  |  |
| Printed Name: | «signatory\_1» | «custodian» | «TO-EMPLOYEE» |
| Designation: | «title\_1» | «custodian\_title» | «to-employee-designation» |
|  |  |  |  |
| Date: |  |  |  |