

# PROPERTY ACCOUNT CHANGE FORM

(Please Use a Separate Form for Each Item)

TAG NO.: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

JUSTIFICATION: (Please check one)

- \_\_\_\_\_ Reassignment/Detail/Rotation/Promotion
- \_\_\_\_\_ Exit (Termination/Resignation/Retirement)
- \_\_\_\_\_ Convenience/Space
- \_\_\_\_\_ Excess
- \_\_\_\_\_ Useable (No longer Needed)
- \_\_\_\_\_ Other \_\_\_\_\_

## TRANSFERRED FROM (Person Assigned)

NAME: \_\_\_\_\_  
(Print)

DIVISION: \_\_\_\_\_

ROOM NO./LOCATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Date)

PINK COPY OF 119 ATTACHED: ☐ (yes) ☐ (no)

## TRANSFERRED TO

NAME: \_\_\_\_\_  
(Print)

SUPERVISOR: \_\_\_\_\_

DIVISION: \_\_\_\_\_

ROOM NO./LOCATION: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
(Signature)

COMMENTS: