PERMANENT TRANSFER/SALE OF PROPERTY (AM0005)

(Use this form only when faculty member transfers to a new institution and requests transfer of University/OSURF property)

Date_____

Person Requesting Transfer/Sale_____

Transfer/Sell To_____

The property reflected in the attached documentation is requested for transfer/sale to the institution named above. The property proposed for transfer has been reviewed by the Relevant Dean or Vice President of the College or School administering the funds used to purchase the property and approval of this transfer is granted by signature below.

Please check one of the following: No Charge Transfer ☐ Sale ☐

_____ _____

Printed Name of Relevant Dean or Vice President Signature/Date (**required**)

_____ _____

Printed Name of Custodian/Principle Investigator Signature/Date

_____

Department Name/Number

_____

School or College

Please provide the name and address of an official at the new institution authorized to accept title and accountability for the property.

_____

Name of the New Institution

_____

Printed Name of Contact Person

_____

Title of Contact Person

_____

Street Address City State Zip

Date property will be shipped_____

Asset ID	Tag Number	Project Number	Asset Description	Receiving Inst. PO# (Sale Only)	Fair Market Value

Total:	$0.00

Purpose of Transfer/Sale:

Send completed form to:

University:
Asset Management
2070 Blankenship Hall
901 Woody Hayes Drive
Fax: 292-1121
Phone: 292-6048

OSURF:
Asset Management
400 Research Foundation
1960 Kenny Road
Fax: 292-6870
Phone: 292-0844