

PERMANENT TRANSFER/SALE OF PROPERTY (AM0005)

(Use this form only when faculty member transfers to a new institution and requests transfer of University/OSP 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/Vice President or Designee

Signature/Date (**required**)

Printed Name of Custodian/Principle Investigator

Signature/Date

Organization (Dept) Number

Organization (Dept) Name

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:	
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Purpose of Transfer/Sale:

Send completed form to:

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

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