

TRANS / ARTICLE 5

LEVY COUNTY
 REPORT OF TRANSFER OF PROPERTY

To be used in all cases of transfer between Accountable Officers

The following items of tangible personal property have been transferred as indicated:

TRANSFERRING OFFICE		RECEIVING OFFICE	
Department Name		Department Name	
Department Code		Department Code	
Contact Name		Contact Name	

ASSET NUMBER	DESCRIPTION	DATE OF TRANSFER

****Remember, sensitive information on computers from COURT should be considered before transferring****
 Please contact the IT Personnel for time and place of procedure for cannibalization of computers.

The transferring department has securely removed ALL sensitive data from all electronic devices and media:

_____ Yes No

Signature of IT Personnel

TRANSFERRING OFFICE:

RECEIVING OFFICE:

 Signature of Accountable Officer

 Signature of Accountable Office

 Typed Name and Title

 Typed Name and Title

 Date

 Date

Transferring Office: Make copy of signed original to keep and send original to Inventory Dept.

NOTE: This TRANSFER FORM needs to accompany the equipment being transferred.