

Report of Transfer of Property or TRANS1

1. *This form will be used in all cases of transfer to Accountable Officers within the County Realm.*
2. The Transferring Office will fill out the Transferring Office Name, Dept. Code and Contact Name.
3. The Receiving Office will fill out the Dept. Name, Dept. Code and Contact Name.
4. The Transferring Office will fill out the Asset Number, Description and Date of Transfer
5. If the item is a computer, please contact the IT Personnel for time and place for procedure of cannibalization of computers.
6. The IT Personnel must then check and sign the next item on list if applicable.
7. The Transferring Office must sign, print name and title, and date it.
8. The Transferring Office will retain a SIGNED COPY, and then send SIGNED ORIGINAL to Receiving Office.
9. The Receiving Office will keep a SIGNED COPY and send ORIGINAL to: Levy County Clerks Office, Finance Dept./Asset Mgr.
10. As a reminder, this Transfer Form needs to accompany the equipment that is transferred.