

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: