

INTERDEPARTMENTAL TRANSFER FORM

***Fixed assets purchased with Federal or Federal Pass-Through Funding may NOT be transferred without prior, documented approval from Sponsored Programs.**

DEPARTMENT TRANSFERRING ITEM

DEPT. NAME: _____

CONTACT: _____

PHONE #: _____

UNL TAG NUMBER: _____

Transferring Dept. Cost Object: _____

DEPARTMENT CHAIR SIGNATURE: _____ Date: _____

DEPARTMENT RECEIVING TRANSFER

DEPT. NAME: _____

CONTACT: _____

PHONE #: _____

EQUIPMENT'S NEW BUILDING & ROOM #: _____

Receiving Dept. Cost Object: _____

DEPARTMENT CHAIR SIGNATURE: _____ Date: _____

ITEMS TRANSFERRED: (If a price is included, please provide Cost Objects for both depts.)

QUANTITY/DESCRIPTION	SALE/TRANSFER PRICE

***Once complete please email to unl_inventory@unl.edu or send to the Inventory Department, 3630 East Campus Loop, Lincoln, NE 68583-0824**