

Request for Transfer of University of Nebraska-Lincoln Personal Property to Another Institution

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

Date: _____

Requestor: _____ Department: _____

Reason for Transfer: _____

ITEMS TRANSFERRED:

QUANTITY/DESCRIPTION (make, model #)	SERIAL #	UNL TAG #	UNIT PRICE	TOTAL PRICE

Dollar Amount Payable to UNL for Property by Receiving Institution: _____

Funding Source(s) for Original Purchase(s): _____

Present Location of Property: _____

Name, Address, & Phone Number of Institution to Receive Transfer: _____

(Signature of Requester)

(Date)

Approval Signatures:

(Department Chair)

(Date)

(Dean)

(Date)

(Vice Chancellor for Research)

(Date)

(Vice Chancellor for Business & Finance)

(Date)

(Office of Sponsored Programs)

(Date)

*Once complete please email to unl_inventory@unl.edu or send to the Inventory Department, 942 N 22nd Street, Lincoln, NE 68588-0835