LINCOLN UNIVERSITY

Jefferson City, Missouri

PROPERTY INVENTORY AND CHANGE REPORT

Department _____ Inventory Account # _____ Date _____

Action as indicated below by check in appropriate box, has been taken of the following listed property for which the above department is responsible.

☐ Transferred within department ☐ Transferred to another department ☐ Other

Item Description	Tag #	Inter-Dept Transfer	Trade	Stolen	Destroyed	Lost	For Disposal

Signed _____ *Department Head*

Note: If property transfer occurs within the same department the property may be shown below with Account No. Section XXX'ed out to indicate there has been no transferal to a different department.

WHEN TRANSFERRED TO NEW DEPARTMENT OF ACCOUNT, THE "**P**ROPERTY **L**OCATION" AND "**A**CCOUNT **N**O." SECTION MUST BE COMPLETED BY THE RECEIVING DEPARTMENT.

Property Location	Account No.

Signed _____ *Department Head acknowledging receipt of the Items of property and authorizing change of account.*

Distribution:

CHANGE (within Dept.) – ORIGINAL & PINK copies to Properties Officer – CANARY copy stays with the Department

TRANSFERS – ORIGINAL copy to Properties Officer – PINK copy to Receiving Dept. – Canary copy stays with Dept.