

DEPARTMENT OF FINANCE AND ADMINISTRATION

OFFICE OF BUSINESS SERVICES

FORM 2A - TRANSFER OF INVENTORY

DATE: _____

Description of Property

Item _____ Make _____

Serial Number _____ Inventory Number _____

Transferred From: _____

Transferred To: _____

Transfer Authorized By:

Director

Date

I acknowledge receipt of the property described above has been transferred to receiving agency:

Property Officer Date _____