

PROPERTY TRANSFER REPORT

DR 158 (New 10/97) [STD. 158 REV 4-94] Computer Generated

BSS USE ONLY	
Entered on Property Records By:	
	
Date	Document Number

From(Department)	Location(Office/Section & Code)	Check Transfer Type		
To(Department)	Location(Office/Section & Code)	Intra-Dept	Inter-Dept	Between Funds

LINE	ITEM DESCRIPTION (Mfg, Model, Serial #)	STATE ID#	DATE PURCHASED (mm/yyyy)	QTY	TOTAL
1					
2					
3					
4					
5					
6					
7					

Reason for Transfer:

Requester Signature	Date Signed	Approval Signature (Per DR3)	Date Signed
			

APPROVED BY PROPERTY SURVEY BOARD	Signatures	Date Signed
	1. 	
	2. 	
REVIEWED BY DEPARTMENT OF GENERAL SERVICES	3. 	
	4. 	
RECEIVED THE ABOVE ITEMS FOR DELIVERY AS DIRECTED HEREIN	Truck Driver	
I HAVE RECEIVED THE ITEMS ABOVE	5. 	
	Property Custodian	Date Rec'd
6. 		