TEXAS TECH UNIVERSITY

REQUEST TO TRANSFER PROPERTY TO ANOTHER INSTITUTION (OUTGOING)

Name of Receiving Institution: _____

Will payment be made by Receiving Institution: ☐ **YES** ☐ **NO**

If yes, amount of payment to be received: _____

INVENTORY TAG NUMBER	DESCRIPTION	SERIAL NUMBER	ROOM LOCATION	ACQUISITION DATE	ACQUISITION FOP(S)	AMOUNT

APPROVALS FOR EQUIPMENT THAT IS PART OF AN ACTIVE SPONSORED PROJECT:

If an <u>active</u> TTU sponsored project is being transferred to another institution, equipment must be transferred in accordance with the terms and conditions of the award.

Print Name of Requestor

Signature of Requestor

Signature of Department Chair

Signature of College Dean

Grant ID

Signature of Office of Research Services

Signature of Vice President for Research

Signature of Property Manager
(after property has been removed from Fixed Asset System)

APPROVALS FOR ALL OTHER EQUIPMENT:

Print Name of Requestor

Signature of Requestor

Signature of Department Chair

Signature of College Dean

Signature of Vice President for Research

Signature of Property Manager
(after property has been removed from Fixed Asset System)

(SEND TO: property.management@ttu.edu)