

Note: This form is submitted to transfer ownership of Assets from one department to the other

Clayton State University Property Movement Report

<http://www.clayton.edu/portals/543/docs/property-form.pdf>

From: _____
Department and Requestor

Received: _____
Department and Receiver

Signed: _____
Department Head Date

Signed: _____
Department Head Date

Property Description	Clayton State University		From: Location	To: Department	To: Location
	Decal #	Serial #			

Forward completed form and any other instructions and documentation to:

Facilities Management
(678) 466-4242