

GUAM COMMUNITY COLLEGE
BUSINESS AND FINANCE
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURE



TRANSFER OF PROPERTY - (Internal Transfers ONLY)

Please forward original form to Inventory Management
Officer for property controls and database updates.

THANKYOU!

DOCUMENT NO. _____

DATE: _____

PURCHASE ORDER NO. _____

FROM: _____ TO: _____
DEPARTMENT DEPARTMENT
DIVISION DIVISION

PROPERTY NO.	DESCRIPTION	LOCATION	CONDITION CODE	TOTAL VALUE (IF KNOWN)

USE VALUE CARRIED ON PROPERTY RECORDS

REMARKS (reason for transfer):

Transferred FROM	Transferred TO
<div>Signature</div> <div>Name & Official Title: _____ (Please Print Clearly)</div> <div>Date: ____/____/____</div>	<div>Signature</div> <div>Name & Official Title: _____ (Please Print Clearly)</div> <div>Date: ____/____/____</div>