

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

DEPARTMENTAL TRANSFERS AND DISPOSALS

SECTION A – TRANSFER FROM			
DEPARTMENT NAME _____		ACCOUNT NUMBER _____	
BUILDING _____	ROOM NUMBER _____	DATE _____	
RESPONSIBLE PERSON _____		SIGNATURE _____	
THIS IS A: LOAN ☐ HOW LONG? ☐ TRANSFER ☐ DISPOSAL ☐			
SECTION B – TRANSFER TO			
DEPARTMENT NAME _____		ACCOUNT NUMBER _____	
BUILDING _____	ROOM NUMBER _____	DATE _____	
RESPONSIBLE PERSON _____		SIGNATURE _____	
SECTION C – PROPERTY IDENTIFICATION			
DESCRIPTION	SERIAL NUMBER	TAG NUMBER	SALVAGE AMOUNT
TOTAL➡			