

DEPARTMENTAL TRANSFERS AND DISPOSALS

SECTION A - TRANSFER FROM			
DEPARTMENT NAME _____		ACCOUNT NUMBER _____	
BUILDING _____	ROOM NUMBER _____	DATE _____	
THIS IS A: LOAN _____		HOW LONG? _____	TRANSFER _____ DISPOSAL _____
RESPONSIBLE PERSON _____		SIGNATURE _____	
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 ➡			

SEND TO: inventory@hamptonu.edu

APPROVED BY: _____

Dylisha Robertson
Assistant Comptroller for Business & Operations

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