

ENTERED ON PROPERTY RECORDS BY (Signature)


FROM (Department, Unit, or Office) CDPH/	LOCATION (Address)	DATE	DOCUMENT NUMBER
TO (Department, Unit, or Office)	LOCATION (Address)	CHECK TRANSFER TYPE <input type="checkbox"/> INTRA-DEPT. (SAME FUND) <input type="checkbox"/> INTER-DEPT. (SAME FUND) <input type="checkbox"/> BETWEEN FUNDS	
CONTACT PERSON	TELEPHONE NUMBER () -		

LINE	ARTICLE	EQUIPMENT NUMBER	ORIGINAL PURCHASE DATE	QUANTITY	TOTAL
1			/ /		
2			/ /		
3			/ /		
4			/ /		
5			/ /		
6			/ /		
7			/ /		
8			/ /		
9			/ /		
10			/ /		
11			/ /		
12			/ /		

REASON FOR TRANSFER
 Charge move to CalStars Code: INDEX _____ OBJECT _____ PCA _____
 Page _____ of _____

Note: Information contained on computer hard drives, etc., is the responsibility of the disposing CDPH program. Desktop and laptop computers will require their CDPH id tag number (if applicable) and serial number listed.

APPROVED BY PROPERTY SURVEY BOARD (A MINIMUM OF TWO SIGNATURES IS REQUIRED)	SIGNATURES		DATE SIGNED
	1. 		
	2. 		
	3. 		
REVIEWED BY DEPARTMENT OF GENERAL SERVICES	4. 		
RECEIVED THE ABOVE ITEMS FOR DELIVERY AS DIRECTED HEREIN	TRUCK DRIVER 5. 		
I HAVE RECEIVED THE ITEMS ABOVE	PROPERTY CUSTODIAN 6. 	UNIT OR OFFICE	