



Asset Management
Finance & Administration
UNIVERSITY OF GEORGIA

Request for Transfer of Equipment

UGA Inventory Number	Equipment Description and Serial Number	Asset Management will furnish the following:	
		Funding Source	Funding Amount
1.			
2.			
3.			
4.			

Reason for request: _____

Name & address of Institution receiving equipment: _____

Shipping charges to be paid by: _____

The receiving institution agrees to the following: Transfer terms will be determined from and governed by the language of the funding instrument and regulations cited therein and applicable state laws and regulations and University policies.

REQUIRED SIGNATURES

Principal Investigator	_____	_____
	Printed Name	Title
Department Head	_____	_____
	Signature	Date
Asset Management	_____	_____
	Printed Name	Title
Post Award Accounting	_____	_____
	Signature	Date
Receiving Institution	_____	_____
	Printed Name	Title
	_____	_____
	Signature	Date

Return one signed copy to:

University of Georgia
 Asset Management
property@uga.edu
 208 Business Services Building
 424 E. Broad Street
 Athens, GA 30602

You can sign this form electronically!
 Download PDF to get started. Click here to learn how to sign electronically.