



The UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Property Transfer Approval- External Agency

1. Complete, sign, email and attach all supporting documents to AssetsManagement@utrgv.edu, SUBJ: EXTERNAL AGENCY TRANSFER
2. A final copy of the completed transfer will be emailed to the requester for their records.

Transfer Form:

Transfer To:

Date of Transfer: _____
Institution Name: _____
Agency Number: _____
Printed Name of Approver: _____
Transferor Signature: _____
Today's Date: _____

Date of Transfer: _____
Institution Name: _____
Agency Name: _____
Printed Name of Approver: _____
Transferee Signature: _____

PROPERTY RECEIPT

Tag Number	Description Model #	Serial ID Number	Acquisition Date	Amount	Accumulated Depreciation

Retired from UTRGV Inventory:	Date:		Verified By: (initials)		Finance Code:	
Forwarded Copy to Department:	Date:		Verified By: (initials)			