The UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Property Transfer Request Form-External Agency

1. Complete, sign, email and attach all supporting documents to AssetsManagement@utrgv.edu, SUBJ: EXTERNAL TRANSFER.
2. The final approver for ALL UTRGV property transfers is the UTRGV Property Manager.
3. A final completed copy will be emailed to the requester for their records.

TRANSFERRING (LOSING) AGENCY			RECEIVING (GAINING) AGENCY	
Name:			Name:	
Address:			Address:	
Agency Number:			Agency Number:	
Point of Contact:			Point of Contact:	
Phone:			Phone:	
Email:			Email:	
Choose One:			*Choose One:*	
State of Texas			State of Texas	
Non-State Agency			Non-State Agency	
Business Unit			Business Unit	

REQUESTOR DETAILS							
Name:		Email:		Phone:		Dept:	

ASSET DETAILS							
Tag Number	**Serial ID Number**	**Asset Desc**	**PO Number**	**Cost Ctr/Project**	**Cost**	**Net Book Value**	**Date Received**

Responsible Parties:	Name	Date	Signature
Authorized Department Manager:			
Vice President/Date:			
Institutional Accreditation:			
Grants & Contracts:			
Exports Control Officer:			
EVP for Finance & Business Affairs:			
UTRGV Property Manager:			

	Name:	Signature	Date
Transfer Complete Date:			
Inventory Manager Reviewed:			
Processed By:			

Form Created: 4/8/2025