

**SURPLUS PROPERTY TRANSFER FORM**

Please complete this form to document the transfer of surplus property from Radford University in accordance with Sections 3.F.1.a. and 3.F.1.e. of the Radford University Surplus Property Management procedure.

TO		FROM	
Entity Name:		Entity Name:	
Address:		Address:	
Contact Name:		Contact Name:	
Title:		Title:	
E-Mail:	Phone #:	E-Mail:	Phone #:

Specific Location of Property being Transferred:

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	NEGOTIATED PRICE	
				UNIT PRICE	TOTAL PRICE
<b>Total \$ Amount:</b>					

**NOTICE:** If the negotiated price is less than fair market value, please indicate in the description and attach written justification to this form.

Exec Dir-Facilities Maint & Ops: \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Chief Financial Officer & VPFA: \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Receiving Entity Approval: \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_ *Date* \_\_\_\_\_

Property Received By: \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Title* \_\_\_\_\_ *Date* \_\_\_\_\_