

## Request for Property Transfer

Please type or print information clearly. Complete all items.

### Type of Request

1. <input type="checkbox"/> Transfer <input type="checkbox"/> Surplus
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### Relocation Information

2. Relocation Assistance Needed <input type="checkbox"/> Relocate this item <input type="checkbox"/> No relocation needed, has already been moved
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### Transfer Information

3. NCI or Contractor (Transferred From)	8. NCI, NIH or Contractor (Transferred To)
4. Contact for Information (Transferred From)	9. Contact for Information (Transferred To)
5. Telephone (Transferred From)	10. Telephone (Transferred To)
6. Pick up from (Building and Room) (Transferred From)	11. Deliver to (Building and Room) (Transferred To)
7. Project Number (Transferred From)	12. Project Number or Custodial Code (Transferred To)

### Property Control Officer Information (Transferred From)

By signature below I hereby certify that the property listed below is free from all hazards, including biological, chemical, and radioactive contamination.

13. First Name	14. Last Name	15. Title
16. Signature		17. Date

### Property Control Officer Information (Transferred To)

By signature below I acknowledge receipt except as noted. Consignor is hereby relieved from accountability for listed property.

18. First Name	19. Last Name	20. Title
21. Signature		22. Date

### Computer & Statistical Services Information

By signature below, I hereby certify that all data storage media (computer tower/laptop/tablet) listed below has been physically removed or sanitized per standards set forth in NIST SP-800-88.

23. First Name	24. Last Name	25. Title
26. Signature		27. Date



## Request for Property Transfer – Instructions

1. Select the type of request, transfer or surplus
2. Select relocation assistance type needed (relocate this item or no relocation needed, has already been moved).

### Transferred Information:

3. Enter NCI or contractor for property transferred from.
4. Enter contact for information for property transferred from.
5. Enter telephone number for property transferred from.
6. Enter pick up from (building and room) for property transferred from.
7. Enter project number for property transferred from.
8. Enter NCI, NIH or contractor for property transferred to.
9. Enter contact for information for property transferred to.
10. Enter telephone number for property transferred to.
11. Enter pick up from (building and room) for property transferred to.
12. Enter project number or custodial code for property transferred to.

Property Control Officer Information (Transferred From): By signature below I hereby certify that the property listed below is free from all hazards, including biological, chemical, and radioactive contamination.

13. Enter the first name of the property control officer.
14. Enter the last name of the property control officer.
15. Enter the title of the property control officer.
16. Provide the signature of the property control officer.
17. Enter the date the property control officer signed the form.

Property Control Officer Information (Transferred To): By signature below I acknowledge receipt except as noted.

Consignor is hereby relieved from accountability for listed property.

18. Enter the first name of the property control officer.
19. Enter the last name of the property control officer.
20. Enter the title of the property control officer.
21. Provide the signature of the property control officer.
22. Enter the date the property control officer signed the form.

Computer & Statistical Services Information: By signature below, I hereby certify that all data storage media (computer tower/laptop/tablet) listed below has been physically removed or sanitized per standards set forth in NIST SP-800-88.12.

23. Enter the first name of the Computer & Statistical Services contractor employee.
24. Enter the last name of the Computer & Statistical Services contractor employee.
25. Enter the title of the Computer & Statistical Services contractor employee.
26. Provide the signature of the Computer & Statistical Services contractor employee.
27. Enter the date the Computer & Statistical Services contractor employee signed the form.

### Equipment Information:

28. Enter a description of the item (include manufacturer, model, type, dimensions, etc.).
29. Enter the quantity of the item.
30. Enter the name of the manufacturer serial number of the item/equipment.
31. Enter the property decal number of the item/equipment.
32. Enter the condition code (N1 = New, 4 = Used-Good, 5 = Used-Fair, 6 = Used-Poor, 7 = Repairs Required (Minor), 8 = Repairs Required (Moderate), 9 = Repairs Required (Major), X = Salvage (only parts useful), S = Scrap (not useful at all)).
33. Enter the acquisition cost of the item/equipment.
34. Enter the first name of the property accountability individual who processed the item/equipment.
35. Enter the last name of the property accountability individual who processed the item/equipment.
36. Enter the date of the property accountability individual who signed the form.