CENTRAL TEXAS COLLEGE
PROPERTY TRANSFER

List the property to be transferred. CTC assets **MUST** have the CTC inventory tag number listed. Send copy of completed form to Inventory Management. FAX 254-526-1802.

Description	CTC Tag #	Serial #

Move From

Requested by (please print) _____ Email: _____ Phone #: _____

Campus/Site: _____ Building: _____ Room: _____ Dept: _____

Signatory Approval (Department Manager): _____ Date: _____

Move To (Required for location transfer)

Received by (please print) _____ Email: _____ Phone #: _____

Campus/Site: _____ Building: _____ Room: _____ Dept: _____

Signatory Approval (Department Manager): _____ Date: _____

Reviewed by Inventory Manager: _____Date: _____
Signature

Approved by Director, Business Services: _____ Date: _____
Signature

CTC Form 23 (Rev. 3/07)