



PROPERTY TRANSFER FROM TEXAS UNIVERSITY OR AGENCY

1. To be completed by Texas university or agency transferring the equipment.
2. Complete, sign, scan and attach all supporting documentation. Email both pages of the form to PropertyManagement@ttuhsc.edu; use "SUBJ: Property State Transfer and department name".
3. The Final Approver for ALL TTUHSC property transfers is Property Management.

Texas Tech University Health Sciences Center (TTUHSC) 3601 4th Street STOP 6209 Lubbock, TX 79430-6209 Point of Contact: Property Management Department Phone: (806) 743-1698 Fax (806) 743-7847 Inventory Website: https://www.fiscal.ttuhsc.edu/propertymanagement/ Agency: 739		Institution/Agency Name: Address: Agency Number: Property Manager: Phone: Email: Date of Equipment Transfer:
REQUESTER DETAILS		
TTUHSC Dept Name:	Orgn Code:	
Property Custodian Name:		
Property Custodian Phone:	Property Custodian Email:	
ROUTING/REQUIRED APPROVALS		
1. Property Custodian	Signature	
2. OSP (if applicable)	Signature	

If you have questions, email Property Management at PropertyManagement@ttuhsc.edu

