**To be completed by Site:**

**Start Early**

**Property Transfer/Disposal Form**

***(Complete one form per item)***

Date:

Site Name: Completed By:

Approved By:

(Program Management Contact Signature) (Fiscal Management Contact Signature)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Action (check one)**  Transfer Disposal | | | |
|  | | | |
| **Description of Item**: | | | |
| Make/Model  # |  | Date/Year Acquired |  |
| Serial # |  | Start Early Tag # |  |
|  | | | |
| Location Transferred To or Method of Disposal:  Reason for Transfer or Disposal: | | | |

**Please include Start Early inventory tag when submitting this form to HV&DN. To be completed by HV&DN Procurement Control Accountant**

Invoice Number:

Date Acquired:

Program or Funder:

Date Updated in Property Ledger:

**CC: HV&DN Administration Manager Division Manager and/or Site Manager**

**Rev. 4/10**