

Request to Transfer/Donate Items to State-Funded Entity

Receiving & Property Control
Phone: 662-325-2545
Fax: 662-325-4551
Mail Stop 9605

This form prepared by:

Name: _____ Phone: _____ Date: _____

Agency _____ Dept Code _____ Department Name _____ Department Head _____

Inventory Number	Acquistion Code	Description	Serial Number	Quantity	Value

EXPLANATION BELOW IS ESSENTIAL TO CONSIDERATION OF THIS REQUEST

Justification for Donation: _____

Recipient of Items: _____ State of Mississippi Funded Entity(other than MSU)
_____ State Agency/Institution Outside of Mississippi

Recipient Name: _____ Signature of Recipient: _____
Title: _____ Division/Department: _____

Institution/Entity: _____
Address: _____
City/State/Zip: _____
Phone Number: _____

TITLE APPROVAL SIGNATURES DATE

Department Property Representative: _____
Department Head: _____
Dean: _____
Director: _____
Vice President: _____
Property Officer/Asst. Property Officer: _____

Property Control Use Only:
Agency _____ Trans Code _____ Report No _____ Disposal No. _____ Initial _____ Date _____

General Instructions

Listed below are brief instructions and definitions of terms needed to complete this form

**Use this form for equipment being transferred, at no cost, to an agency within the State of Mississippi.
This form must be completed prior to the release of equipment to the recipient (including all signatures).**

MSU Inventory Dept Code	One or two digit code assigned to each department in possession of property
MSU Department Name	Name assigned to each department in possession of property
Inventory Number	Inventory number assigned to equipment(please enter NOI if item is not on your departmental property(equipment) inventory
Acquisition Code	Found under the accounting tab in InCircuit
Description	Brief description of the item
Serial Number	Serial number associated with the item/if applicable
Quantity	Quantity of items being transferred
Value	Value of items being transferred
Justification for Donation	Detailed description of the reason for transfer
Recipient of Equipment	Include all pertinent information
Signature of Approving Officials	Form will not be processed until all signatures are included

Complete and return original to:

**Mississippi State University
Receiving & Property Control
PO Box 6177
Miss State MS 37962
Mail Stop 9605
Phone (662) 325-2545**

Maintain a copy in departmental file.