

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
SURPLUS PROPERTY INTERNAL TRANSFER AUTHORIZATION**

Date: _____

**Ron Barrett (540-231-5660)
Surplus Warehouse Manager
Surplus Property (0359)**

Purchaser: _____

Department & Phone # _____

Purchased Items:
.....

**We will only HOLD items for one week -
unless other arrangements are made**

<u>Item #</u>	<u>Description</u>	<u>VT Inventory #</u>	<u>Cost</u>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

VT Inventory # Information (for Controller's Office Use)
This information must be recorded for all inventoried items.

Name:

Room/Building:

Charge the transfer expense to the following codes:

Dept #	Fund #	Object Code	AMOUNT:
✘	✘		
ORG _____	FUND _____	Acct #: _____	AMOUNT: _____
ORG _____	FUND _____	Acct #: _____	AMOUNT: _____
ORG _____	FUND _____	Acct #: _____	AMOUNT: _____

← Print Name

Signed:
✘

Department Head/Authorized Signature _ **(THIS MUST BE AN AUTHORIZED SIGNATURE)**

SURPLUS PROPERTY MANAGEMENT - FOR INTERNAL USE ONLY	
CREDIT FUNDS TO: 554618-047010-12990	AMOUNT: \$ _____

Ron Barrett