

**TRANSFER OF PROPERTY**

**TRANSFER DOCUMENT NO.:** \_\_\_\_\_

**DATE DOCUMENT PREPARED** \_\_\_\_\_

(Losing Property Custodian assigns Transfer Document No.)

**FROM:** LOSING DEPARTMENT / DIVISION / BRANCH / JURISDICTION

**TO:** GAINING DEPARTMENT / DIVISION / BRANCH / JURISDICTION

Codes: Dept. Div. Sub-div. Island Fund

Codes: Dept. Div. Sub-div. Island Fund

*I certify that all property listed hereunder and attachments has been transferred to the Gaining Property Custodian shown in the adjoining box.*

*I acknowledge receipt of & assume accountability for all property listed hereunder and attachments.*

Losing Property Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Gaining Property Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Type Name and Title of Property Custodian

Type Name and Title of Property Custodian

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
LOSING CUST. LOC. CODE	MAINT CONTROL NUMBER	QTY	DESCRIPTION OF PROPERTY	FIS. YEAR ACQU IRED	ORIGINAL COST OF PROPERTY	LOSING CUSTODIAN DECAL NUMBER	GAIN. CUST. LOC. CODE	GAINING CUST. ITEM CLASS	GAINING CUSTODIAN DECAL NUMBER
<b>TOTAL</b>		0		<b>TOTAL</b>		0.00			

**THE ABOVE ITEM(S) WERE INSPECTED & RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Distribution - LOSING CUSTODIAN ( Original & 3 Copies )**  
 Original + 2 Copies - To Gaining Custodian for Signature.  
 One Copy - For Losing Custodian's Suspense File.

**Distribution - GAINING CUSTODIAN ( Sign & Complete )**  
 One Completed Copy - To SPO, Inventory Mgmt. Office.\*  
 One Completed Copy - To Losing Custodian.  
 Completed Original - For Gaining Custodian's File.

\* May be emailed directly to [inventory.management.office@hawaii.gov](mailto:inventory.management.office@hawaii.gov) in PDF format (check with your FO/ASO).

**LOSING CUSTODIAN MUST FOLLOW-UP INSURING DOCUMENT IS COMPLETED BEFORE REMOVAL FROM INVENTORY LIST.**

**STATE OF HAWAII  
TRANSFER OF PROPERTY - Attachment**

TRANSFER DOCUMENT NO. : 0      DATE: 1/0/1900      PAGE 2 OF 0

LOSING CUSTODIAN ORGANIZATION CODE					GAINING CUSTODIAN ORGANIZATION CODE					
<u>0 0 0 0 0</u>					<u>0 0 0 0 0</u>					
Dept.		Div.	Sub-div.	Island	Fund	Dept.	Div.	Sub/Div.	Island	Fund
(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)	(10)
LOSING CUST. LOC. CODE	MAINT CONTROL NUMBER	QTY	DESCRIPTION OF PROPERTY		FIS. YEAR ACQU IRED	ORIGINAL COST OF PROPERTY	LOSING CUSTODIAN DECAL NUMBER	GAIN. CUST. LOC. CODE	GAINING CUST. ITEM CLASS	GAINING CUSTODIAN DECAL NUMBER
<b>TOTAL</b>		0			<b>TOTAL</b>	0.00				

**THE ABOVE PROPERTIES WERE INSPECTED & RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Signature*
*Print Name*
*Phone No.*