



Gilchrist County BOCC Finance Department *Property Transfer Form*

This form is to be used for the transfer of assets on loan between departments

Date: _____

Type of Transfer: Temporary Permanent

From

Department: _____ Location: _____

To

Department: _____ Location: _____

County ID #	Manufacturer	Model Number	Serial Number	Cost

Justification: _____

MUST BE COMPLETED AND SIGNED BY BOTH PARTIES

To
Name: _____

From
Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Approved: _____

Complete this form and submit signed original to the Finance Department, and retain a copy of the submitted form for your records.