

LDH ASSET/MOVEABLE PROPERTY INTERNAL/EXTERNAL TRANSFER

- OVER \$1000
- OVER \$5000
- UNDER \$1000

Sending Agency/Facility Information:

- The sending agency/facility must have the moveable property reimaged prior to the asset being transferred (if required)
 OTS INCIDENT TICKET # _____ **(MUST ATTACH OTS INCIDENT TICKET)**

CHECK IF SUPPLEMENTARY (FORM D.1) ATTACHED

Property Location Liaison/Coordinator/Manager Name and Personnel #: _____

Plant Maint. # _____

(NOTE: If transferring from your agencies plant # to another agencies plant # - transfers must be submitted to LDH Administrative Services for processing)

Building Slab/Functional Location Name/ID #: _____

A	B	C	D	E	F	G
STATE/AGENCY Notification #/Legacy #	SERIAL #	DESCRIPTION	REIMAGED (COMPUTER ONLY) (Y/N)	Employee Name That WILL BE Assigned Moveable Property (TO BE COMPLETED BY RECEIVING PL/PC/PM)	Employee Personnel # That WILL BE Assigned Moveable Property (TO BE COMPLETED BY RECEIVING PL/PC/PM)	Employee Room # and Floor (TO BE COMPLETED BY RECEIVING PL/PC/PM)

****USE FORM D.1 IN ADDITION TO FORM D IF YOU HAVE MORE THAN ONE ITEM TO TRANSFER**

Sending Property Liaison/Coordinator/Manager Validating Asset Date

Sending Section Chief/Director Validating Asset (signature required if outside of agency/facility) Date

Receiving Agency/Facility Information:

Property Liaison/Coordinator/Manager Personnel # For Receiving Location: _____

Contact Phone Number: _____

Plant Maint. # _____

Building Slab/Functional Location Name/ID #: _____
(Must complete columns E, F, G at top)

Receiving Property Liaison/Coordinator/Manager **Date**

OFFICE USE ONLY

Signature of Agency/Facility Property Coordinator Validates Request Processed Date (if applicable) Request Received: _____

Signature of Agency/Facility Property Manager Validates Approved To Transfer Asset Date

Signature of PC/PM Supervisor Validates Approved To Transfer Asset Date

DISCLAIMER: Supervisors signature will be required, if agencies/facilities do not have adequate staff to cover each level.

Signature of LDH Administrative Services Validates Plant Maintenance Transfer Date

Property Manager/Location Shall Keep Processed Paperwork on File for Auditing Purposes for 5 years.