

Albany State University
Central Receiving/Inventory
504 College Drive
Albany, GA 31705
P: 229-430-4710 F: 229-430-1768

Property Transfer Form

Please send all requests to: centralreceiving@asurams.edu

Releasing Department Information	Receiving Department Information
	To: Central Receiving/Inventory
	Property Location: Warehouse
	Address 1: 504 College Drive
	City: Albany State: GA Zip: 31705
	Location Contacts: John Jackson or Jeremy Johnson
	Phone: 229-430-4710
	Email: john.jackson@asurams.edu; jeremy.johnson4@asurams.edu

Request Date: _____
Page ____ of ____

Action Requested:
Select One:

Line #	Qty	Item Description	Brand/Make	Model	Serial/VIN/Asset ID	Condition

Property Released by _____ Date _____

Property Received by _____ Date _____

Text