

**DE LA SALLE UNIVERSITY – DASMARINAS**  
**ACCOUNTING-PROPERTY SECTION**

RTF No. \_\_\_\_\_

**REQUEST FOR TRANSFER OF FURNITURE/EQUIPMENT**

TO: **ACCOUNTING-PROPERTY SECTION**

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

DEPT/UNIT: \_\_\_\_\_

*(Dept/Unit Head Name & Signature)*

This is to request for the transfer of the following furniture/equipment: (please fill up corresponding box)

Location	Qty/Unit	Item Description	Serial No.	FEA No.	Acq. Date	Property No.

Reason of transfer:

*Note: This is to certify that I received the following equipment/furniture from other department/colleges for which I am responsible. In case of loss and if it could be proven that the loss was due to my negligence, I will pay for the above item(s). In the event of loss, it is my duty to report to the security officer within 72 hours. Failure to do so means administrative negligence on my part.*

Receiving Dept : \_\_\_\_\_

Custodian : \_\_\_\_\_

Dept./Unit Head : \_\_\_\_\_

Item/s checked by: \_\_\_\_\_

*Property Representative / Date*

Approved by: \_\_\_\_\_

*Controller / Date*

Posted by: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please print three copies)**

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