



PROPERTY DATA SHEET

PROPERTY DISPOSAL / TRANSFER / MISSING SHEET

MUST BE COMPLETED		SERIAL #	MAKE/MODEL DESCRIPTION	TRANSFER FROM:	TRANSFER TO:	COST
NAF OR APF ASSET #	RITA#			ACTIVITY/BLDG #	ACTIVITY/BLDG #	

JUSTIFICATION:

POC:

PH#:

DISPOSAL

Program Director Date

MWR Director Date

TRANSFER _____
Sending Prog. Director Date

Receiving Prog. Director Date

MWR Director Date

MISSING/STOLEN/DESTROYED

Program Director Date

MWR Director Date

Reviewed By: _____
Accounting Manager Date