

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
DEPARTMENT OF FINANCE
DIVISION OF PROCUREMENT SERVICE
PROPERTY MANAGEMENT BRANCH

PS-101

REQUEST FOR TRANSFER

TRANSFERRED FROM:	DATE:
TRANSFERRED TO:	PS CONTROL NO.

CONDITIONS SHOULD BE CODED AS: N-1, E-2, O-2, O-3, R-3
 N-1 (NEW-EXCELLENT), E-2 (RECONDITIONED-EXCELLENT), O-2 (USED-GOOD), O-3 (USED-FAIR), R-3 (USED-REPAIR REQUIRED)

ITEM NO.	PROPERTY TAG NUMBER	PROPERTY DESCRIPTION	SERIAL/MODEL	COND I-TION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

REASON FOR TRANSFER:

NOTE: IF TRANSFERING MOTOR VEHICLES, PLEASE ATTACHED A COPY OF THE REGISTRATION TO THIS REQUEST.

RELEASING DEPARTMENT EXPENDITURE AUTHORITY (PRINT AND SIGN)	DATE:
---	-------

ACKNOWLEDGEMENT OF RECEIPT

I CERTIFY THAT THE ABOVE DESCRIBED GOVERNMENT PERSONAL PROPERTY HAS BEEN RECEIVED, INSPECTED & ACCEPTED BY ME AS THE NEW ACCOUNTABLE PERSON.

RECEIVING DEPARTMENT (PRINT AND SIGN)	DATE:
---------------------------------------	-------

MANAGER, PROPERTY & ACCOUNTABILITY MANAGEMENT BRANCH

Geraldine T. Cruz - PS Director

(SIGNATURE) (PRINT NAME AND TITLE) (DATE)

CONDITIONS SHOULD BE CODED AS: N-1, E-2, O-2, O-3, R-3

N-1 (NEW-EXCELLENT), E-2 (RECONDITIONED-EXCELLENT), O-2 (USED-GOOD), O-3 (USED-FAIR), R-3 (USED-REPAIR REQUIRED)

ITEM NO.	PROPERTY NUMBER	PROPERTY DESCRIPTION	SERIAL/MODEL NUMBER	COND CODE
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

ACKNOWLEDGEMENT OF RECEIPT (PAGE-2)

I CERTIFY THAT THE ABOVE DESCRIBED GOVERNMENT PERSONAL PROPERTY HAS BEEN RECEIVED, INSPECTED & ACCEPTED BY ME AS THE NEW ACCOUNTABLE PERSON.

(SIGNATURE)

(PRINT NAME AND TITLE)

(DATE)