

University of Texas at Arlington (UTARL) State Property Transfer Request

Approval must be granted BEFORE equipment is physically removed from UTA premises/jurisdiction.

TRANSFERRING AGENCY

The University of Texas at Arlington (UTARL)
701 S. Nedderman Drive Arlington, TX 76019
Point of Contact: Inventory Services

Agency Number: 714
Email: inventory@uta.edu
Phone: (817) 272-9684

RECEIVING AGENCY

Agency: _____

Address: _____ Agency Number: _____

Point of Contact: _____ email: _____

Phone: _____

Texas State Agency Non-State Agency Business Unit: _____

REQUESTER INFORMATION

Department: _____ Department ID: _____

Requester Name: _____ Requester Email: _____ Requester Phone: _____

Justification: _____

(Why items are being transferred as opposed to being surplussed; Attach any supporting documentation)

Institutional Advancement approval is required if the asset(s) was acquired through a gift/donation to UT Arlington.

Institutional Advancement Representative
(SIGNATURE)

Institutional Advancement Representative
(PRINT)

Date

Grants and Contracts approval is required if the asset(s) was acquired through a project or grant.

Grants and Contracts Representative
(SIGNATURE)

Grants and Contracts Representative
(PRINT)

Date

VICE PRESIDENT/DEAN (SIGNATURE)

VICE PRESIDENT/DEAN (PRINT)

Date