

KING COUNTY PERSONAL PROPERTY KC AGENCY TO AGENCY TRANSFER

K.C. AGENCY (TRANSFERRING OUT)				STAFF MEMBER SUBMITTING FIRST & LAST NAME		PHONE NUMBER	
STAFF EMAIL		COST CENTER		PROJECT		TASK	
TRANSFERRING AGENCY STAFF SIGNATURE					DATE SUBMITTED/SIGNED		
ITEMS BEING REQUESTED BELOW (NOTE: Items with Asset Tags and/or Serial Numbers need to be listed individually)							
King County Asset #	Serial Number	Item Description				Asset Condition	
K.C. AGENCY (RECEIVING)				STAFF MEMBER RECEIVING FIRST & LAST NAME		PHONE NUMBER	
STAFF EMAIL		COST CENTER		PROJECT		TASK	
ACCEPTING AGENCY STAFF SIGNATURE					DATE SIGNED		
ORIGIN LOCATION				NEW LOCATION			

FORM MUST BE SENT TO SURPLUS FOR TRACK

REC'D TANSFER FORM	FMD DELIVERY REQUESTED	DATE TRANSFER COMPLETE	SURPLUS STAFF INTIAL