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PROPERTY TRANSACTION FORM

MISSISSIPPI DEPARTMENT OF WILDLIFE, FISHERIES AND PARKS
1505 EASTOVER DR. JACKSON, MS 39211-6374 (PH) 601-432-2163 (FAX) 601-432-2162

Name of Person Submitting Form: _____ Date: _____

INSTRUCTIONS: Mark the appropriate box that applies to the type of Property Transaction requested and/or to be recorded by the Property Office. AFTER receiving new equipment, fill in the description & mfg., serial no. and property no. and mail the WHITE Copy back to Property.

Please Mark Appropriate Block

- New Equipment/Vehicle/Building Request
- Equipment/Vehicle Upgrade
- Request for Permanent Transfer of Equipment
- Numbered Property Sticker Replacement
- Bar Code Property Sticker Replacement
- Request for Disposal Stolen or Lost Report

- Other: _____
- Request to Correct Item Description, Mfg, Serial Number or VIN
- Improvement/Betterment to Land or Building
- Work In Progress Payment (Land/Building/Equipment)
- Temporary Transfer of Equipment for Repair at Vendor
- Temporary Transfer of Equipment to another Location
- Temporary Transfer of Equipment to another Agency

If New Equipment/Vehicle/Building Request or if an
Equipment/Vehicle Upgrade Request then fill in

Vendor Name: _____

Purchase Request #: _____

Temporary Location Name: _____

Temporary Location Address: _____

Temporary Location Phone#: _____

Temporary Location Signature: _____

FULL DESCRIPTION OF ITEM, MODEL NUMBER AND MANUFACTURER	SERIAL NUMBER OR MOTOR VEHICLE IDENTIFICATION NUMBER (VIN)	EQUIPMENT NUMBER

For Property Division Use Only

Date _____

Received _____ Employee _____

Attach Stickers Here

RELEASING CUSTODY

Printed Name

Signature

Date _____ Proj# _____

e-mail address

***ACKNOWLEDGING CUSTODY**

Printed Name

Signature

Date _____ Proj# _____

*I acknowledge receipt of items listed above and fully understand my financial responsibility as to proper use and protection of the equipment listed hereon. To expedite Inventory Update please provide valid e-mail address