

THE UNIVERSITY OF AKRON  
INTERNAL DEPARTMENTAL TRANSFER  
FORM

DOCUMENT  
NUMBER \_\_\_\_\_

SECTION I

	DATE			Department Name	Department Account #	SIGNATURE
	M	D	Y			
Transferring From						
Transferring To						
Moved by				Special Services		Other: _____

SECTION II

PROPERTY TAG NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	FROM		TO	
			Bldg	Room	Bldg	Room

Instructions for completing the Internal Departmental Transfer Form (IDT).

Print clearly

An IDT is prepared whenever equipment and property which has a Property Tag affixed, is moved to a new location or is transferred to another Department.

Please complete all sections

- a. Account numbers for both receiving and transferring departments **MUST** be included.
- b. Department signatures
- c. Keep a copy for your files
- d. Send a copy to Special Services as notice to move this Specific equipment.