COUNTY OF VENTURA
PROPERTY TRANSFER REQUEST (OS-1)

PROCEDURE:

1. Originating agency prepares request and forwards to Auditor-Controller
2. Auditor-Controller verifies information and forwards to Receiving Department for signature
3. Receiving Department signs and returns to Auditor-Controller
4. Auditor-Controller records to Master Inventory and sends verification to agency

TO: **AUDITOR-CONTROLLER**

FROM: _____ _____ _____
(NAME) (Agency/Department) (Budget Unit)

The property designated below should be: ☐ Physically Moved ☐ Transferred on Records only

TO: _____ _____ _____
(Agency/Department) (Address) (Facility #)

_____ _____ _____
(Person to contact at receiving unit) (Telephone #) (Budget Unit)

The reason for the request is:

- ☐ Property is no longer needed by this unit
- ☐ Transfer of ownership
- ☐ Property is being transferred within Agency/Department only
- ☐ Other: _____

List and identify all items. Use additional forms if necessary.

Fixed Asset #	Description	Location Address	Facility #

Transferor: _____ _____ _____
Signature of Authorized Representative Title Date

Receiver: _____ _____ _____
Signature of Authorized Representative Title Date

TRANSFERRED ON MASTER INVENTORY BY:

_____ _____
(Signature) (Date)