

United States Department of Agriculture

**REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY**

Report No.

Date

1. Type of Transaction (*Report Each Type Separately*)

- Transfer     Sale     Trade In     Donation  
 Construction     Temporary Loan Record

2. Authorization Reference

3. Proceeds Received

\$

4. Reporting Agency

5. Receiving Agency (*Or Name of Purchaser or Donee*)

A. Organizational Unit

A. Organizational Unit (*Or Address of Purchaser*)

B. Location

B. Location

C. Signature

C. Signature

D. Title

D. Title

E. Date

6. Property Items

Quantity ( <i>Or Property No.</i> )	Item Description ( <i>Give Full Details Including Serial Number, If Any, and Condition Code</i> )	Inventory Value
	<p>This property is requested by USDA-NIFA and will be used in conduct of approved projects and programs. Title remains vested with USDA and will not be transferred, sold, cannibalized or disposed of without the written authorization of the FEPP Coordinator.</p> <p>Accountable Property Officer: _____ Date: _____</p> <p>FEPP Coordinator: _____ Date: _____</p>	

**Certification of Property and Fiscal Officers**

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the Property Records. Proceeds, if any, are to be deposited to:

8. Fiscal Officer

- A.  The sum indicated below has been received in payment for the property disposed of.
- B.  The necessary entries have been made to adjust accounting records.

Amount (\$)

Schedule No.

Signature

Date

Signature

Date