

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
DEPARTMENT OF FINANCE
DIVISION OF PROCUREMENT SERVICES
PROPERTY MANAGEMENT BRANCH

PS-101

REQUEST FOR TRANSFER

TRANSFERRED FROM:	DATE:
TRANSFERRED TO:	PS CONTROL NO.

CONDITIONS SHOULD BE CODED AS: N-1, E-2, O-2, O-3, R-3
 N-1 (NEW-EXCELLENT), E-2 (RECONDITIONED-EXCELLENT), O-2 (USED-GOOD), O-3 (USED-FAIR), R-3 (USED-REPAIR REQUIRED)

ITEM NO.	PROPERTY TAG NUMBER	PROPERTY DESCRIPTION	SERIAL/MODEL	CONDI-TION
1				
2				
3				
4				
5				
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10				

REASON FOR TRANSFER:

NOTE: IF TRANSFERING MOTOR VEHICLES, PLEASE ATTACHED A COPY OF THE REGISTRATION TO THIS REQUEST.

DEPARTMENT/ACTIVITY ACCOUNTABLE OFFICER (PRINT AND SIGN)	DATE:
MANAGER, PROPERTY & ACCOUNTABILITY MANAGEMENT BRANCH	DATE:

ACKNOWLEDGEMENT OF RECEIPT

I CERTIFY THAT THE ABOVE DESCRIBED GOVERNMENT PERSONAL PROPERTY HAS BEEN RECEIVED, INSPECTED & ACCEPTED BY ME AS THE NEW ACCOUNTABLE PERSON.

(SIGNATURE)	(PRINT NAME AND TITLE)	(DATE)
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CONDITIONS SHOULD BE CODED AS: N-1, E-2, O-2, O-3, R-3

N-1 (NEW-EXCELLENT), E-2 (RECONDITIONED-EXCELLENT), O-2 (USED-GOOD), O-3 (USED-FAIR), R-3 (USED-REPAIR REQUIRED)

ITEM NO.	PROPERTY NUMBER	PROPERTY DESCRIPTION	SERIAL/MODEL NUMBER	COND CODE
11				
12				
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ACKNOWLEDGEMENT OF RECEIPT (PAGE-2)

I CERTIFY THAT THE ABOVE DESCRIBED GOVERNMENT PERSONAL PROPERTY HAS BEEN RECEIVED, INSPECTED & ACCEPTED BY ME AS THE NEW ACCOUNTABLE PERSON.

(SIGNATURE)

(PRINT NAME AND TITLE)

(DATE)