

Turnover Form

TO : **University Research Coordination Office**

FROM : \_\_\_\_\_  
\_\_\_\_\_

RE : **Turnover of Equipment/Apparatus/Materials**

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Source of funds:

Internal; Pls. specify \_\_\_\_\_

External; Pls. specify \_\_\_\_\_

This is to certify that the following item/s which was/were purchased using funds from

Project No. : \_\_\_\_\_

Project Title : \_\_\_\_\_

Proponent(s) : \_\_\_\_\_

Department : \_\_\_\_\_

has/have been turned over to the \_\_\_\_\_

This/These item/s is/are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cleared by ITS: \_\_\_\_\_  
(Signature over Printed Name/Date)

Received by: \_\_\_\_\_  
Department Chair  
(Signature over Printed Name/Date)

Transfer Form #: \_\_\_\_\_