

Request for Transfer

Requestor's name:

Post:

Agency:

Position:

Phone Number:

Email:

Requestor's Supervisor:

Supervisor's Position:

Phone Number:

Email:

Items requested:

Item#	Description	Quantity

Provide a brief explanation of why you need these items:

The depreciated value of the items, as well as all costs associated with removal, packing, and shipping to onward destination will be borne by the gaining post or office. Please explain briefly how you plan to transport these items to your office, and the estimated cost to the USG.

Property Management Officer Use:

Request Approved: _____ Request Denied: _____