UNITED STATES POSTAL SERVICE®

Property Transfer Request Worksheet

(Use for permanent transfers only)

To: Administrative Services
Attn: Property Section
Room 1P205

☐ Check if this is an accountability change only

Transfer From:

Organization Name	Person to Contact	Finance Number	Room Number	Date Transferred

Transferred Property:

Property Code Number	USPS Capital Property Number	Description

Transfer To:

Organization Name	Person to Contact	Finance Number	Room Number	Date Received

Approvals

Tranferring Organization Property Officer Signature	Receiving Organization Property Officer Signature