

South Carolina Department of Administration

State Surplus Property

1441 Boston Ave, West Columbia, SC 29170

Property Transfer Document

Date:

Current Owning Agency Name:					
Agency Address:				City, State, Zip:	
Requestor's Name & Title:		Email:		Phone Number:	
Agency Property Transferred To:					
Receiving Agency Address:		Email:		City, State, Zip:	
Receiving Agency Contact Name &				Phone Number	

Property Description:	Make:	Model:	VIN/Serial Number:	Year Purchased:	Original Acquisition Cost:

Total Value of Requested Transfer:	
------------------------------------	--

Transferred From Approval:	Print Name:		Signature:		Date:	
Transferred to Approval:	Print Name:		Signature:		Date:	
Surplus Property Approval:	Print Name:		Signature:		Date:	

Disclaimer: Some items that are initially determined to be surplus per SC Code 19-445-2150 may be considered surplus based on recyclable value. Once the market has been explored, it may be determined that the items have no value and SPO may then determine that such items are "junk" per section H in the Code and in such an event, the agency will be responsible for further disposition.