

Property Transaction Form

University of Wisconsin – Madison
Accounting Services – Property Control
Suite 6101, 21 North Park Street, Madison WI 53715-1218
property@bussvc.wisc.edu

Use this form to report all changes in the status of your equipment including changes in ownership and use.

Requestor Name: _____

Requestor Phone Number: _____

Current Responsible Person: _____

Date: _____ Phone Number: _____

New Responsible Person: _____

Date: _____ Phone Number: _____

	Building	Wing	Room	Unit	Division	Department
Current Location				A		
New Location				A		

Asset Tag #	Description	Manufacturer's Serial #

Comments

Please email Property Control with any questions regarding completion of this form.

PRIOR AUTHORIZATION is required from Property Control Manager for all transactions involving federally owned equipment.

Please return form via email to property@bussvc.wisc.edu