



# Property Transfer Form

(Shaded Areas - Not Required for Disposal)

Request Date: \_\_\_\_\_ Page: \_\_\_\_\_ of: \_\_\_\_\_ *Please send all requests to star@doas.ga.gov*

From: Department of Juvenile Justice	To:	<b>Action Requested:</b>  Select One:  <input type="checkbox"/> Other:	DOAS Use:
Property Location:	Property Location:		Transaction No.
Address 1:	Address 1:		
Address 2:	Address 2:		
City: Decatur	City:		
State: GA	State:		
Zip:	Zip:		
Location Contact:	Location Contact:		
Phone:	Phone:		
Email:	Email:		

Item #	Qty	Item Description	Brand/Make	SN/Service Tag	IBM Asset Tag	Condition	Funded	DOAS Use	
1								Action:	
2								Action:	
3								Action:	
4								Action:	
5								Action:	
6								Action:	
7								Action:	
8								Action:	
9								Action:	
10								Action:	
11								Action:	
12								Action:	
13								Action:	
14								Action:	

**Electronic Signature & Restrictions:** Completed forms that are received from or sent to state personnel that are authorized by their agency to act as its agent for surplus property acquisition or disposal constitute approval for the action including obligating funds if applicable. All electronic components capable of storing data or software have been removed, rendered unreadable or sent for destruction only. Additionally, persons receiving property declares that item(s) acquired from the GA DOAS Surplus Property Program will not be resold, cannibalized, transferred or destroyed for a period of (1) one year without written permission from the division. Surplus Property Division reserves the right to supervise the resale of any such property by public outcry to the highest bidder within the restriction period and proceeds from the sale of such item(s) will revert to the State of Georgia, Surplus Property Division.

\_\_\_\_\_  
Property Released by \_\_\_\_\_ Date

\_\_\_\_\_  
Property Received by \_\_\_\_\_ Date

\_\_\_\_\_  
DOAS Staff \_\_\_\_\_ Date