



# Georgia Department of Corrections

## Property Transfer Form

SOP 404.03  
Attachment 4  
7/1/20

**Use this form when you transfer equipment to another GDC facility or dispose of equipment through the DOAS AssetWorks System**

### Property Transferred FROM:

Location: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Property Transferred TO:

Location: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Item	Qty.	Item Description	Brand/Make	Model	Tag/Decal #	Serial/VIN #
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

### Releasing Location

### Receiving Location

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Retention Schedule: Upon completion and after disposition of Property, this form shall be retained for five (5) years and then be destroyed.