



# University of Oklahoma Property Control Declaration for Property

Revision Date:  
07/01/2021

This form must be completed by the department requesting to transfer items to Property Control. The form should only be completed by an authorized representative of the department who has financial authority to request changes to university owned property. All university owned items should be transferred to Property Control for redistribution or disposal. This form should be submitted via email to [property.control@ou.edu](mailto:property.control@ou.edu). Once the form has been authorized by the Property Control Manager, a transfer confirmation will be sent to the requester and the form will be forwarded to Facilities Management for delivery arrangements. Upon transfer of property to the Property Control department, the transferring department hereby acknowledges that none of the property contains HIPPA/FERPA/Intellectual Property information and that the property is not of a dangerous or controlled nature. Any violations of this agreement will result in administrative processing fees passed to the department up to and including regulated disposal costs.

## Property Information

OU Tag # (if applicable)	Quantity	Item Description	Serial Number (if applicable)	Building Name and Room Number	Item Operational?

Comments:

Department  
Name:

Department  
Chartfield:

Department  
Contact Name:

Department  
Contact Phone #:

University of Oklahoma Property Control  
2101 W. Tecumseh Road Norman, Oklahoma 73069  
Phone: (405) 325-2782 Fax: (405) 364-1961

Authorized:

For Property Control Office Use:

Date: