

Turnover Form

TO : **Research and Grants Management Office**

FROM : _____

RE : **Turnover of Equipment/Apparatus/Materials**

Source of funds:

Internal; Pls. specify _____

External; Pls. specify _____

This is to certify that the following item/s which was/were purchased using funds from

Project No. : _____

Project Title : _____

Proponent(s) : _____

Department : _____

has/have been turned over to the _____
This/These item/s is/are as follows:

Received by: _____
(Signature over Printed Name/Date)

Cleared by ITC: _____
(Signature over Printed Name/Date)

Transfer Form #: _____