



REPUBLIC OF PALAU NATIONAL GOVERNMENT
MINISTRY OF FINANCE
PROPERTY AND SUPPLY DIVISION
Property Management Section

P.O. Box 6007 · KOROR · REPUBLIC OF PALAU 96940
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REQUEST TO TRANSFER PROPERTY

DATE: _____

TRANSFER FROM

ACCOUNTABLE OFFICER: _____
MINISTRY/BUREAU: _____
DIVISION: _____
PHONE #: _____

TRANSFER TO

ACCOUNTABLE OFFICER: _____
MINISTRY/BUREAU: _____
DIVISION: _____
PHONE #: _____

Accountable Officer = Program Manager and/or Director Level

Table with 5 columns: NO, PROPERTY NO., DESCRIPTION, MODEL NO., SERIAL NO.

TRANSFER PREPARED BY:

PROPERTY CUSTODIAN
PRINT & SIGN NAME

TRANSFER APPROVED BY:

ACCOUNTABLE OFFICER
PRINT & SIGN NAME
Accountable Officer = Program Manager and/or Director Level

TRANSFER APPROVED BY:

PROGRAM MANAGER
PRINT & SIGN NAME
(Fill ONLY if property was procured with non-local fund)

FOR PROPERTY & SUPPLY - RPPM USE ONLY:
REC'D BY / DATE:
VERIFIED BY / DATE:
PROPERTY IMAGES:
TRANSFER NO: