PERSONAL PROPERTY DIVISION

OFFICE OF CONTRACTING AND PROCUREMENT
GOVERNMENT OF THE DISTRICT OF COLUMBIA

(202) 576-6472

REQUEST FOR STANDARD FORM (SF) - 122 TRANSFER ORDER EXCESS PERSONAL PROPERTY

Please **DO NOT USE FAX COVER SHEET—RETURN FAX Transfer Order Request Form** to (202) 576-7111. Questions may be directed to Diane H. Szego. Thank You.

Incomplete Request Forms Will Not Be Processed

Please type or print

FEDERAL AGENCY PROPERTY TRANSFERRED FROM
(name and address - including zip code)

_____

_____

_____

_____

DESCRIBE/LIST PROPERTY NEEDED TO BE OBTAINED
(attach separate sheet if necessary)

_____

_____

_____

_____

D.C. PUBLIC CHARTER SCHOOL PROPERTY TRANSFERRED TO
(name, address and zip code of destination)

_____

_____

_____

_____

ACTIVITY ADDRESS CODE 993☐☐☐
(must be included)

POINT OF CONTACT

NAME: _____
(person transporting property)

TELEPHONE: _____
(including area code)

FAX NUMBER: _____
(including area code)

Please indicate below date and time the SF-122 is needed. ***Must allow 24 to 48 hours for preparation of SF-122.*** The transfer order number, if not used, **expires 7 days** from the date issued. It must be returned via fax--marked EXPIRED before another transfer order is issued.

Date: _____ Time: _____

EXECUTIVE DIRECTOR OR DESIGNATED APO AUTHORIZATION

NAME: _____
Type/Print

TITLE: _____
Type/Print

SIGNATURE: _____
Accountable Property Officer

DATE: _____