



Grant-Funded Item Transfer Form

Upon completion, email a copy of this form to:
CJgrants@fdle.state.fl.us

This form shall be completed when a Recipient is using grant funds to purchase items on behalf of a separate governmental entity. If a Recipient is transferring equipment items because they are no longer in use by their agency, the Recipient must submit the [Equipment Disposition Form](#).

Funding Year:

Funding Program:

Award ID:

Transfer Date:

Item Description	Make and Model	Serial # / Asset Tag #	Total Price	Acquisition Date	Original Invoice #
EX: Cameras	Nikon Rebel 350	85964851545	\$3,500.00	08/25/2023	895486

***** If additional space is needed, use page 2. *****

Transferring Agency's Responsibilities

1. Submit signed copy of this form to CJG within 30 days.
2. Maintain all grant records for this transfer in accordance with records retention requirements.

Receiving Agency's Responsibilities

1. Assure proper storage and maintenance of transferred items.
2. Provide proper training and instruction to individuals assigned to use the items.

Transferring Agency (Original Recipient)	
Agency Name	
Contact Name	
Phone	
Email	
Signature	
Date	

Receiving Agency	
Agency Name	
Contact Name	
Phone	
Email	
Signature	
Date	

NOTE: The Transferring Agency and Receiving Agency should contact their legal departments to determine whether other legal provisions are required between the agencies. This should be accomplished by a separate agreement between the two agencies.



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