



Surplus Property
 1425 South Main Street
 Blacksburg, Virginia 24061
 (540) 231-5660
 www.procurement.vt.edu

SURPLUS PROPERTY INTERNAL TRANSFER AUTHORIZATION (SPITA)

DATE: _____

NAME & DEPARTMENT OF PURCHASER: _____

Purchased Items: **We will only HOLD items for 7 days (i.e. Monday --> Monday)**

SO #	DESCRIPTION	LOCATION	VT ASSET #	COST
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

VT Inventory Custodian Information (For Controller's Office)

NAME: _____
BUILDING/ROOM: _____

Charge to the following codes:

ORG _____	FUND _____	ACCT _____	AMOUNT _____
ORG _____	FUND _____	ACCT _____	AMOUNT _____

PRINT NAME : _____

SIGNED : _____

Must be signed by authorized approver as set forth by the Controller's Office HokieMart Approvers List.

Original form must be returned to Surplus Property, **NOT A COPY.**

SURPLUS PROPERTY MANAGEMENT – FOR INTERNAL USE ONLY	
CREDIT FUNDS TO: 554618-047010-12990	TOTAL AMOUNT: \$ _____

Ron Barrett