

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

PROPERTY TRANSFER REQUEST

| | | | |
|---|--------------------|---|-------------------------|
| <i>1. Subgrant Number:</i> | | | |
| <i>2. Agency Requesting-Property (Name and Address)</i> | | <i>3. Contact Person (Name, Title and Telephone Number)</i> | |
| <i>3. Property Requested</i> | | | |
| <i>Quantity</i> | <i>Description</i> | <i>Identification Number</i> | <i>Present Location</i> |
| | | | |

4. ASSURANCES

The requesting agency will use the requested property within the criminal justice, victim/witness or juvenile justice system consistent with those objectives authorized for financial support by the Pennsylvania Commission on Crime and Delinquency.

The requesting agency will notify the Pennsylvania Commission on Crime and Delinquency when it no longer has need for the requested property in any of its criminal justice or juvenile justice activities.

The requesting agency will pay all transportation expenses and related costs for delivery of the requested property from its present location to the requesting agency.

Authorized Signature Date

Typed Name Title Date

FOR PCCD USE ONLY

Request No. _____

_____ Approved

_____ Disapproved

Manager, Grants Management Date

**INSTRUCTIONS FOR COMPLETION OF PROPERTY TRANSFER REQUEST
(PCCD FORM 208)**

Any unit of local government, state agency or private non-profit agency may request the use of non-expendable, personal property purchased through a Pennsylvania Commission on Crime and Delinquency subgrant and no longer needed. The agency requesting property must submit a separate Property Transfer Request for each subgrant from which property is to be transferred. (Staff to the Commission will indicate when more than one request form is required.) The property requested must be used by the requesting agency within the criminal justice, victim/witness or juvenile justice systems. Title to non-expendable personal property is legally vested in the subgrantee.

1. **SUBGRANT NUMBER.** Enter the Complete Subgrant Number.
2. **AGENCY REQUESTING PROPERTY.** Enter official name and mailing address of requesting agency.
3. **CONTACT PERSON.** Enter the name, title, and telephone number of the individual who is handling this request.
4. **PROPERTY REQUESTED.** If more space is needed, continue on 8 1/2" x 11" sheet(s), using the same format, and attach it to this report.

Quantity - Self-explanatory

Description - Include the brand name and model, if available, and a brief description of the property.

Identification Number - List the serial number or other identification number of the property.

Present Location - Self-explanatory

5. **Signature of official authorized to initiate request, date, and typed name and title.**

Send two copies (one original and one copy) of this request to:

Pennsylvania Commission on Crime and Delinquency
Grants Management
P.O. Box 1167
Harrisburg, Pennsylvania 17108-1167