

Memorandum

To: University of North Carolina Institutional Purchasing Officers  
From: Robby Terry, Director of Purchasing and Strategic Sourcing  
Date: November 9, 2023  
Subject: Surplus Personal Property Transfer Form

Please find attached a template for UNC Personal Property Transfer Requests authorized by [SL. 2023-66](#). When making a transfer of surplus personal property between constituent institutions of the UNC System, the originating (transferring) institution and receiving institution must complete and sign the UNC System Personal Property Transfer Requests form. Once the form is completed and signed by representatives for both the originating and receiving institutions, the receiving institution shall forward the completed and signed form to Robby Terry via email at [rwterry@northcarolina.edu](mailto:rwterry@northcarolina.edu) for review.

After System Office staff review the request will be forwarded to the Chief Financial Officer for final review and approval. The UNC System Office will send approved forms to the originating and receiving institution contacts.