

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
PROPERTY TRANSFER REPORT

DATE:
REPORT NUMBER:
TASKER NUMBER:

FROM	TO
RELEASING OFFICE NAME/ADDRESS	RECEIVING OFFICE NAME/ADDRESS
ACCOUNTABLE PROPERTY OFFICER	CONSIGNEE/RECEIVING APO

LINE ITEM	DESCRIPTION OF PROPERTY, BARCODE NUMBER, AND SERIAL NUMBER	QUANTITY	TOTAL VALUE	DUE IN BARCODE
Total items				

SHIPPING INSTRUCTIONS:

APPROVED	PRINT/SIGN	TITLE	DATE
RELEASED	PRINT/SIGN	TITLE	DATE
RECEIVED	PRINT/SIGN	TITLE	DATE

All manually generated Property Transfer Reports (119-7-1-2) must be entered into the property management system of record within 3 calendar days of creation. The local PMO must approve all manually generated 119-7-1-2 forms prior to shipment and print and sign in the appropriate box above. All information must be printed legibly or typed. A copy of the property management system generated 119-7-1-2 shall be affixed to the manually created 119-7-1-2 and retained in accordance with FEMA Manual 5400.2 and DHS MD 0565.