

Type of Transfer				#
Short-Term	Long-Term	Permanent		
CAAN #	Building Name			
Room(s)				Total ASF

Loaning Division Loaning Department

Receiving Division Receiving Department

Purpose for the transfer:

Start Date (MM/DD/YYYY)	End Date if known and not permanent	Annual Review?	If Yes, # of years between reviews
<input type="text"/>	<input type="text"/>	Yes No	

Alterations required?	Description of alterations
Yes	
No	

Funding # for alterations	Cost of alterations (if known)
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Other conditions, comments, or notes regarding this agreement.

Approval Method

Document Date of MOU, SPAL, etc.

Signatures (required below)

Memorandum of Understanding (MOU)

Space Allocation Letter (SPAL)

Other

Signature Approval by Division Space Control Officers (SCO)

Loaning Division Approved by (Name)

Loaning Division Approved by (Title)

Loaning Division Approved by (E-mail)

Loaning Division Signature

Date Signed

Receiving Division Approved by (Name)

Receiving Division Approved by (Title)

Receiving Division Approved by (E-mail)

Receiving Division Signature

Date Signed

Capital Planning & Space Management Processing

Date processed:

Processed by:

Termination date:

Termination authorized by:

CPSM Checklist

NOTES:

Form reviewed for accuracy

Authorization verified

Previous agreements for space?

Spreadsheet updated

FacilitiesLink room record updated

Return completed agreement to SCOs

Electronic & paper copies filed