

FIXED ASSET TRANSFER FORM

TO BE COMPLETED AND SUBMITTED
AT THE TIME OF TRANSFER

Use a separate form for each asset number.

Asset Number _____

Item Description _____

Serial Number _____

Expense (Fund) Account _____ (First 4 digits only)

Transfer from

School/Building Location _____ Room Number _____

Transfer to

School/Building Location _____ Room Number _____

Approved by _____
Fixed Asset Manager Transferring Location

Date _____

Approved by _____
Fixed Asset Manager Receiving Location

Date _____

Approved by _____
Federal Programs Director – if applicable

Date _____

If the expense account fund range is 2000 – 2999, the Federal Programs Director's signature is also required.

The Fixed Asset Manager receiving the asset should email this form to Lisa Hosey and place a helpdesk ticket requesting the transfer.

After the transfer has been processed in the fixed asset database, Lisa Hosey will email all parties a notification that the asset may be physically transferred.

DO NOT SUBMIT FORM!

You may SAVE, PRINT, SCAN, and EMAIL as an attachment..

OR

You may SIGN DIGITALLY, SAVE, and EMAIL as an attachment.