FIXED ASSET TRANSFER FORM

Transferred From

Dept. #: _____Dept. Name: _____

_____ _____ _____
Printed Name and Title Signature Date

Picked up by: name:_____ dept name:__ _____ signature:_____

Transferred To

Dept. #: _____Dept. Name: _____

_____ _____ _____
Printed Name and Title Signature Date

Assets Being Transferred

Asset Description	Cost(if known)	Serial #	County Tag #

PLEASE NOTE:

Transferring to another department: Both depts. signing will agree that the assets listed here will no longer be on the inventory for the dept indicated on the 'Transferred from' space. Instead they will be listed on the department indicated in the 'Transferred To' space. Form needs to be signed by either dept. head or dept. head designee.

For surplus: Items picked up and transferred to surplus will be removed from the department's inventory. They will be made available to other departments, or subsequently listed for upcoming auction. These will not be held as stored items for depts. Form needs to be signed by either dept. head or dept. head designee.

*One Copy for Dept. Transferring Asset *One Copy for Dept. Receiving Agent *One Copy for Miguel Mendo - Purchasing