

# 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.