

FIXED ASSET PERMANENT TRANSFER

I am requesting that the following item(s) be transferred from their present location for the purpose of:

\_\_\_\_\_

\_\_\_\_\_

Tag Number	Description	Old Location	New Location

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved form is forwarded to the Treasurer and Transfer is then updated on Fixed Asset Inventory System on computer.

Date \_\_\_\_\_ Treasurer \_\_\_\_\_