

HOW TO: Fill out this Fixed Asset TRANSFER form

This form needs to be completed for ALL assets transferred with a value of greater than \$5000, which are highly susceptible to theft, and/or can be used for more than one (1) year. This also includes assets purchased with Perkins or SBDC Grant funds \$500 or more.

Requester's name, campus, and current date on the first line

1. Asset Detail Section

- a. *Item Description:* Briefly and specifically describe what the asset is. (Ex. Library Imaging Book Scanner)
- b. *Asset tag number:* 9-digit code found on the barcode that is affixed to the asset. (Ex. SCC101526)
- c. *Make/Model:* The brand or manufacturer if listed on product.
- d. *Serial Number:* The serial number should be found somewhere on the item, the length of the series of numbers/letters will vary. Please double check the number to make sure it is correct and legible.
- e. *Purchase Order:* The purchase order used to make the purchase.
- f. *Original Location:* The campus and the room number where the asset was originally located.

2. Transfer Detail Section

- a. *New Location:* The campus and the room number where the asset will be moved to.
- b. *Contact Name:* The person responsible for keeping track of the equipment at all times.
- c. *Date Transferred:* The date the asset is actually being moved to its new location.
- d. *Acquiring Cost Center:* Org manager for the department receiving the asset(s).
- e. *Cost Center Manager's Approval:* The department manager approving the transfer.

3. Communication Detail Section:

- a. Please sign the form once completed. We require the signature from Plant Op Departments at both campuses for assets being moved from one campus to another.
- b. Enter the current date.

4. SCAN AND EMAIL paperwork to Fixed Asset Dept. within 3-5 business days of transfer:

- a. Make a copy of this form to keep for your records.
- b. Scan and forward to the Plant Ops located at your campus. (If possible, please include photo of asset to help ensure correct item is moved.)