PROCEDURE:

I. Fixed Asset Transfer Procedure:

   A. On Campus Transfers

      1. For on-campus transfers, please fill out the **Fixed Asset Transfer form**

      2. Transfer form should be completed and approved prior to the time transfer occurs

      3. General information needed

         a. Asset tag number (if applicable)
         b. Description of the asset (includes make, model, manufacturer)
         c. Serial Number or VIN
         d. Previous Location (building, room number and responsible department)
         e. New Location (building, room number and responsible department)
         f. Signatures of both the originating department property manager and the receiving department manager (see accountability section in the **Fixed Asset Guidelines Policy**).

      4. Off Campus Transfers

         1. Transfers can be made between state agencies when it is determined that such a transfer is in the best interest of the State. Prior written approval for such transfers must be obtained from the Financial Services Office.