

Policy Number: 520.3

Policy: Fixed Asset Transfers

Effective Date: (04/2014)

Revision Date:

Approved by: LeAnn Anderson, Director Financial Services and Payroll

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.