

**BUDGET AND CONTROL BOARD**

**INTERNAL OPERATIONS**

**CAPITAL ASSET TRANSFER FORM**

PROPERTY ID NUMBER \_\_\_\_\_ SCEIS ASSET NUMBER \_\_\_\_\_

**FROM:**

DESCRIPTION \_\_\_\_\_

COST CENTER \_\_\_\_\_

FUND \_\_\_\_\_

FUNCTIONAL AREA \_\_\_\_\_

GRANT \_\_\_\_\_

CUSTODIAN \_\_\_\_\_

SIGNATURE OF TRANSFERRING CUSTODIAN \_\_\_\_\_

PHONE # OF TRANSFERRING CUSTODIAN \_\_\_\_\_ DATE \_\_\_\_\_

**TO:**

DESCRIPTION \_\_\_\_\_

COST CENTER \_\_\_\_\_

FUND \_\_\_\_\_

FUNCTIONAL AREA \_\_\_\_\_

GRANT \_\_\_\_\_

CUSTODIAN \_\_\_\_\_

SIGNATURE OF RECEIVING CUSTODIAN \_\_\_\_\_

PHONE # OF RECEIVING CUSTODIAN \_\_\_\_\_ DATE \_\_\_\_\_