

**FIXED ASSET TRANSFER FORM
USE ONLY WHEN TRANSFERRING OWNERSHIP**

ECU PROPERTY ID/TAG _____

MAKE: _____ MODEL _____

Serial Number _____ Description _____

Reason for Transfer _____

TRANSFER FROM:	TRANSFER TO:
Campus: _____	Campus: _____
Building: _____	Building: _____
Room: _____	Room: _____
ORG Number: _____	ORG Number: _____
Originator	
NAME: _____ PHONE: _____	
POSITION/Title _____	
SIGNATURE: _____	
Approved By Transferring Department	
NAME: _____ PHONE: _____	
POSITION/Title _____	
SIGNATURE: _____	
Asset Received By	
NAME: _____ PHONE: _____	
POSITION/Title _____	
SIGNATURE: _____	
Approved By Receiving Department Head or Director	
NAME: _____ PHONE: _____	
POSITION/Title _____	
SIGNATURE: _____	
Received by Fixed Asset Office	
NAME: _____ Date: _____	