



Fixed Asset/Property Transfer Form

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|--------------------|-------------------|--------------------|-----------------|
| | Move from: | | Move to: |
| First Name: | | First Name: | |
| Last Name: | | Last Name: | |
| Phone: | | Phone: | |
| Campus: | | Campus: | |
| Dept Name: | | Dept Name: | |
| Room #: | | Room #: | |
| Date: | | | |

| Property Code/Serial # (applicable) (Refer to #2 below) | Property Description | Qty |
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| Scheduled | Delivered to: |
| Employee Name: | Employee Name: |
| Date: | Date: |

| | |
|----------------------------|--|
| Disposed: | |
| Employee Name: | |
| Date Disposed: | |
| How was the item disposed? | |

Please read Directions Carefully:

1. This form is to be used for **ALL** property being transferred from one location to another or for items being disposed.
2. The Transferring campus/department shall fill in all requested information. **All Items with a serial number and/or Property Code must be annotated.** Multiple items may be listed as a group in the Qty section (i.e. student desks, chairs, tables).
4. An electronic copy of this form can be found on the jubileeacademiccenter.net website and should be sent to warehouse@jubileeacademic.org upon completion.