



Fixed Asset/Property Transfer Form

	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

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.