

8. Fixed Asset Hand Receipt

FIXED-ASSET HAND RECEIPT					
DATE:		ORIGINATING DEPARTMENT:			ACCT NO:
TRANSFER TO:		LOAN TO:			TURN-IN:
ITEM	MAKE	MODEL	S/N	BC TAG NO	*REMARKS
* OK = Working Order RP = Needs Repair JK = Beyond Economical Repair (Explain)					
I certify that the property listed above is assigned to my Department, the condition as stated in the Remarks column is true to the best of my knowledge, and equipment is no longer needed.					
_____ Printed Name & Title		_____ Signature and Date		_____ Telephone Number	
I acknowledge receipt for above equipment and request it be added to my fixed assets inventory.					
_____ Printed Name & Title		_____ Signature and Date		_____ Telephone Number	
_____ Purchasing Department Name & Title		_____ Signature and Date		_____ Telephone Number	