



**FIXED ASSETS INTERDEPARTMENTAL TRANSFER FORM**

|                               |                               |
|-------------------------------|-------------------------------|
| Transferring Department _____ | Receiving Department _____    |
| By (Print) _____              | To (Print) _____              |
| Department Head (Print) _____ | Department Head (Print) _____ |
| Signature _____               | Signature _____               |
| Date _____                    | Date _____                    |
| Original Location _____       | New Location _____            |

|    | Item Description | Serial Number | RBC Asset Tag Number | Quantity | New Location |
|----|------------------|---------------|----------------------|----------|--------------|
| 1  |                  |               |                      |          |              |
| 2  |                  |               |                      |          |              |
| 3  |                  |               |                      |          |              |
| 4  |                  |               |                      |          |              |
| 5  |                  |               |                      |          |              |
| 6  |                  |               |                      |          |              |
| 7  |                  |               |                      |          |              |
| 8  |                  |               |                      |          |              |
| 9  |                  |               |                      |          |              |
| 10 |                  |               |                      |          |              |

-----FOR FINANCE OFFICE USE ONLY-----

Original Location Code \_\_\_\_\_ New Location Code \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Please submit the form to Finance Office in Maze Hall