



Richard Bland College

Fixed Assets Interdepartmental Transfer Form

Transferring Department		Receiving Department	
Transfer By (Print)		Received 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 completed form to the Finance Office.