



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.