

## **Purchasing Department**

Post office Box 550 • Newton, NC 28658 • (828) 695-4328 • Fax (828) 465-7464

## **ASSET TRANSFER FORM**

## Please use this form for all asset transfers between departments.

Asset Number:	Original Acct. #:	
	Original Cost:	
Description of Asset to be transferred:		
Original location of Asset:		
Date of Acquisition:		
Date Transferred:		
VIN Number:		
Transferring Dept. Head Signature	Date	
Receiving Dept. Head Signature	Date	
New location of Asset:		
New Acct. #:		
Asset Records Changed in Purchasing:	By and Date	
Date Rec'd in Finance Dept.	By	

Transferring Department should print this form, fill out all information above the transferring Department Head signature and send it to the Purchasing Department. The Purchasing Department will make all necessary changes for new asset location, identification numbers and VME records and have the Receiving Department Head sign. After completion Purchasing will send a copy to the Finance Department maintaining a copy in Purchasing.