

**REQUEST FOR FIXED ASSETS TRANSFER
TO SURPLUS PROPERTY**

Department _____ Decal # _____

Assigned Location: Bldg. _____ Rm. _____

Brief Description of Item: _____

Reason for Requested Transfer to Surplus Property:

- No longer needed at assigned location Obsolete
 Damaged beyond repair Other (explain): _____

Requested Date to be Transferred: _____

Work Order Attached: Yes (Note: A completed Work Order must be attached in order to process the transfer.)

Prepared By: _____ Date: _____

For Fixed Assets Inv. Office Use Only

Received By: _____ Date: _____

- Request Approved Request Denied

Date Processed: _____ Work Order Forwarded: _____

Signed: _____

Fixed Assets Inventory Officer

