



## Fixed Assets

RECORD OF INTERDEPARTMENTAL PROPERTY MOVEMENT OR TRANSFER

FROM:	TO:
_____ TRANSFERRING DEPARTMENT	_____ RECEIVING DEPARTMENT (Name)
_____ BUILDING NAME/LOCATION	_____ NEW BUILDING NAME/LOCATION

ITEM DESCRIPTION	Serial Number	Longwood Asset Tag Number	Quantity Moved	New Room Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

<u>TRANSFERRING DEPARTMENT</u>	<u>RECEIVING DEPARTMENT</u>
By: _____ Departmental Inventory Manager/Other Departmental Employee	By: _____ Departmental Inventory Manager/Other Departmental Employee
Date: _____	Date: _____

-----FOR FIXED ASSET USE ONLY-----

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