

## FIXED ASSET TRANSFER OR DISPOSITION FORM

Please complete this form when a capital (fixed) asset is received, disposed of, lost, stolen, or moved. Forward completed form to <NAME> <Phone> <Fax>. Thank you.

The fixed asset bearing the "Property of <Client Name>" tag number (white bar-coded sticker) is no longer in our custody.

Tag Number: \_\_\_\_\_ Location of Asset: \_\_\_\_\_

Department: \_\_\_\_\_ Description: \_\_\_\_\_

Serial #: \_\_\_\_\_

If the item does not have a <Client Name> Property tag attached, please give a brief description of the manufacturer, model number, serial number, etc.

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Select the manner of move/disposition:

### 1. **Receipt**

Place a <Client Name> Property Tag on the item and complete the following information pertaining to the item received:

Tag Number: \_\_\_\_\_ Item Description (i.e. Monitor, Laptop): \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model Number: \_\_\_\_\_

Serial #: \_\_\_\_\_

### 2. **Move**

The asset was moved:

To: \_\_\_\_\_  
(Present Location)

From: \_\_\_\_\_  
(Former Location)

The person to contact is: \_\_\_\_\_

### 3. **Disposal**

We are requesting permission to dispose of the above item(s) because:

( ) Item beyond repair/to be scrapped: \_\_\_\_\_

( ) Missing/Stolen:

( ) Other:

The person to contact is: \_\_\_\_\_ Date: \_\_\_\_\_