

FAS-2 Form

REQUEST FOR TRANSFER OF FIXED ASSET INVENTORY

It is requested that the following items be transferred:

() Approval of State Surplus Property is attached.
No approval will be granted without prior approval of State Surplus.

A. Assets to be transferred: () Internal () External **									
Fixed Asset Number	Description	From		To		**Required of External only Department	Cost	Accumulated Depreciation	Book Value
		Building	Room	Building	Room				

Explanation:

Please give a detailed justification as to why the fixed assets should be transferred and why they are no longer needed by the department.

Requested by: _____ Division/Section Manager _____ Date _____	Approved by: _____ Fixed Asset Officer _____ Date _____
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