

Fixed Assets Change Form

The top and center sections of this form will be complete and signed by both releasing and receiving authorities before Property control moves any item of Fixed Assets to or from your location's Inventory.

Date: _____

Location Releasing Item/s

Location Receiving Item/s

Releasing Official's Signature

Receiving Official's Signature

Print Name

Print Name

Bar Code	Metal Tag #	Serial #	Description of Item	Present Location	New Location	New Room #

THIS SECTION WILL BE COMPLETED BY THE PROPERTY CONTROL OFFICE:

Property Control Office Approval

Coordinated Move With

Date/Time scheduled to move items

Items posted to new location by: GFA

Signature

Date