

# Fairfield County

## Interdepartmental Fixed Asset Transfer Form

Use this form when a fixed asset has been transferred from your department to another County department. Your cooperation will enable the County to maintain an accurate fixed asset inventory.

Please send the original signed copy of this form to the Finance Department in the County Auditor's Office.

### Asset Item Being Transferred:

Asset/Tag number: \_\_\_\_\_

Serial number: \_\_\_\_\_

Description of asset: \_\_\_\_\_

Transfer FROM: Department: \_\_\_\_\_

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

Transfer TO: Department: \_\_\_\_\_

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

### Reason for Transfer—Please Check One:

\_\_\_\_\_ Better utilization of asset(s)

\_\_\_\_\_ Trade-in or exchange with **Other Departments**

\_\_\_\_\_ Excess assets

\_\_\_\_\_ Other. Please explain. \_\_\_\_\_

### Method of Delivery or Shipping—Please Check One:

\_\_\_\_\_ Hand-carried by \_\_\_\_\_

\_\_\_\_\_ Carrier company \_\_\_\_\_

\_\_\_\_\_ Shipping receipt number \_\_\_\_\_

\_\_\_\_\_ U.S. Mail

\_\_\_\_\_ Date of shipment or transfer \_\_\_\_\_

Signature of SENDING official: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of RECEIVING official: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_