



Asset Transfer

The below information must be completed by close of business, the same day a transfer is made:

Each GM is directly responsible for all assets that are assigned to their location. Any transfer of assets, whether temporary or permanent, **MUST** be communicated the same day via this form and submitted to Aimee Camm via email at aimee@cenvarroofing.com. The asset transfer form is filled out by both the General Manager who is transferring the vehicle / asset from their location, and also by the General Manager who is receiving the vehicle.

Cenvar Roofing Asset Number: _____

Current Asset Location: _____

New Asset Location: _____

I authorize the above asset to be removed from my location, effective immediately.

Signature: _____

Name: _____ Date: _____

I authorize the above asset to be transferred to my location, effective immediately.

Signature: _____

Name: _____ Date: _____

Official Use Only:

- ☐ Revise asset site in Emainit & update notes _____ initial
- ☐ Create asset transfer Emainit work order _____ initial
- ☐ Revise work order assignments in Emainit _____ initial
- ☐ Reassign current open work orders in Emainit _____ initial
- ☐ Update Sheetz fuel card location _____ initial
- ☐ Upload completed asset transfer form to Emainit work order _____ initial