



Asset Transfer

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

Each General Manager 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 assets@cenvarroofing.com. The asset transfer form is filled out by both the GM who is transferring the vehicle / asset from their location, and also by the GM 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 Emaint and update notes _____ initial
- ☐ Create asset transfer Emaint work order _____ initial
- ☐ Revise work order assignments in Emaint _____ initial
- ☐ Reassign current open work orders in Emaint _____ initial
- ☐ Update Sheetz fuel card location _____ initial
- ☐ Upload completed asset transfer form to Emaint work order _____ initial