PPM 6510.190
Rev 08/06

KANSAS STATE UNIVERSITY

TRANSFER OF FIXED ASSETS

Transfer From Department Of _____

Transfer To Department Of _____

Transfers with a charge to the receiving department require an Interdepartmental Voucher accompany the Transfer of Fixed Assets form. Both departments must approve and sign this form before submitting it to the Controller's Office. A copy will be returned to each department indicating the items listed have been transferred.

NEW LOCATION

DESCRIPTION OF FIXED ASSETS	PROPERTY NUMBER	CITY	BLDG	ROOM	DEPT USE	ASSET UNIT COST

Transferring Department's Approval _____
Signature and Date

Receiving Department's Approval _____
Signature and Date

K.S.U. Fixed Asset Records Changed _____
Inventory Accountant, Controller's Office Signature and Date

Return To: Financial Reporting & Inventory
21C Anderson Hall