PPM 6510.190
Rev 09/11

KANSAS STATE UNIVERSITY

TRANSFER OF FIXED ASSETS

Transfer From  Division of Financial Services  05040
Department Name

Transfer To  Human Resources  05050
Department Name

If the original cost of the property being transferred is $5000 or greater, this form should be approved and signed by each department and the original submitted to the Division of Financial Services. A copy of the interfund should accompany the form if the receiving department is purchasing the property. The paying department should use FIS Expense Object E4980 and the receiving department should use FIS Revenue Object R2205. A signed copy of the form will be returned to each department indicating transfer of the item(s) has been recorded in the University's Fixed Asset system.

If the original cost of the property being transferred is less than $5000, then each department should approve and sign this form and keep a copy for their internal records. The form should not be submitted to the Division of Financial Services.

NEW LOCATION

<table>
<thead>
<tr>
<th>DESCRIPTION OF FIXED ASSETS</th>
<th>PROPERTY NUMBER</th>
<th>CITY</th>
<th>BLDG</th>
<th>ROOM</th>
<th>DEPT USE</th>
<th>ORIGINAL COST</th>
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<tbody>
<tr>
<td>HP Back Up Server</td>
<td>46025</td>
<td>MAN</td>
<td>135</td>
<td>102</td>
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<td>10,000.00</td>
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Transferring Department's Approval ___________________________ Signature and Date

Receiving Department's Approval ___________________________ Signature and Date

K.S.U. Fixed Asset Records Changed ___________________________ Signature and Date

Fixed Asset Manager, Financial Services ___________________________

Return To: Financial Reporting & Asset Management
21C Anderson Hall