PPM 6510.190
Rev 09/11

KANSAS STATE UNIVERSITY

TRANSFER OF FIXED ASSETS

Transfer From _____ _____
Department Name Dept #

Transfer To _____ _____
Department Name Dept #

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

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

Transferring Department's Approval _____
Signature and Date

Receiving Department's Approval _____
Signature and Date

K.S.U. Fixed Asset Records Changed _____
Fixed Asset Manager, Financial Services Signature and Date

Return To: Asset Management

2323 Anderson Ave, Ste. 500