



Fixed Assets
 Phone: 703-993-4456
 Email: assets@gmu.edu

Interdepartmental Transfer Form

Instructions: Use this form to document the transfer of equipment from one department to another and ensure proper recording of the equipment transfer by Fixed Assets. Both the transferring and receiving departments must sign the form to complete the transaction. The transferring (donor) department must send the signed original to Fixed Assets. Both departments should keep a copy for their records.

Equipment Information:

Item Description:			
Bar Code #	Serial #	Model #	Manufacturer

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Transferring (Donor) Department:

Receiving Department:

<p>The above listed equipment is being transferred by:</p> <p>Department: _____</p> <p>Fund/Org #: _____ Date: _____</p> <p>Liaison: _____ Phone: _____</p> <p>Old Equipment Location:</p> <p>Building: _____ Room: _____</p> <p>_____</p> <p>Signature (Department/Office Head)</p>	<p>The above listed equipment is being received by:</p> <p>Department: _____</p> <p>Fund/Org #: _____ Date: _____</p> <p>Liaison: _____ Phone: _____</p> <p>New Equipment Location: Use Code (below): _____</p> <p>Building: _____ Room: _____</p> <p>_____</p> <p>Signature (Department/Office Head)</p>
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Equipment Use Codes

(See *Departmental Equipment Procedures* at <http://fiscal.gmu.edu> for explanation of codes)

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 809 Auxiliaries

For Fixed Assets Office Use Only	
_____	_____
Entered By	Date