

# Fixed Asset Disposal/Transfer

Asset Tag Number _____	FAS ID Number _____
Description _____	
Model Number _____	Serial Number _____
Original Cost _____	Current Net Value _____

## Asset Transfer

From Department _____	To Department _____
From Manager _____	To Manager _____
Date of Transfer _____	

## Asset Disposal

Reason for Disposal _____	
_____	
Disposing Manager _____	Date _____
Controller _____	Date _____