



Procedure Number: 520.3

Procedure: Fixed Asset Transfers

Effective Date: 05/2014

Revision Date: 11/2025

Responsible Party: Administration & Finance/Financial Services & Payroll

PROCEDURE:

1. On Campus Transfers

- A. For on-campus transfers, please complete the [Fixed Asset Transfer Form](#).
- B. The transfer form must be completed and approved prior to the time the transfer occurs.
- C. General information needed
 - a. Asset tag number (if applicable)
 - b. Description of the asset (includes make, model, manufacturer)
 - c. Serial number or VIN
 - d. Previous location (building, room, and responsible department)
 - e. New location (building, room, and responsible department)
 - f. Signatures of both the originating department property manager and the receiving department manager (see accountability section in the [Fixed Asset Guidelines Policy](#)).

2. Off Campus Transfers

- A. Transfer can be made between state agencies when it is determined that such a transfer is in the best interest of the State. Prior written approval for such transfers must be obtained from Financial Services.