

Policy Number	520.3
Subject	Fixed Asset Transfers
Revised	
Effective Date	04/2014
Review Date/s:	11/2025
Responsible Party	Financial Services

1. FIXED ASSET TRANSFERS

A. On Campus Transfers

If a department wants to transfer a piece of equipment, whether non-capital or capital, the Financial Services Office and the receiving department need to be notified in writing beforehand by submitting a [Fixed Asset Transfer Form](#). This is to help ensure the inventory records can be updated to reflect the new department and the new location of the property.

B. Off Campus Transfers

Transfers 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.