**FIXED ASSET TRANSFER AUTHORIZATION FORM DATE:**

Instructions

1. Present owner of fixed assets to be transferred should fill out columns **1** through **5** and sign below column **5**.
2. Person receiving fixed assets should fill out column **6** and sign below.
3. Completed forms should be forwarded to **CENTRAL RECEIVING**.

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| **1.**  **SRU Tag #** | **2.**  **SAP #** | **3.**  **Item Name** | **4.**  **Serial Number** | **5.**  **PRESENT**  **Bldg & Room # Cost Center** | | **6.**  **NEW**  **Bldg & Room # Cost Center** | |
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Approved by: Approved by:

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Cost Center Supervisor Cost Center Supervisor

(Transferring item) (Receiving item)