

# GILLESPIE COUNTY

## Transfer of Fixed Asset Notification Form

SCAN AND EMAIL SIGNED FORM TO: [thamilton@gillespiecounty.org](mailto:thamilton@gillespiecounty.org)

The purpose of this form is to notify Fixed Assets of the change in site, assignment, room or building of a Gillespie County tagged asset assigned to your department. This method of tracking assets is a very important part of the Gillespie County annual audit process.

Date: \_\_\_\_\_ Asset ID Number (Tag) \_\_\_\_\_

S/N \_\_\_\_\_ Description \_\_\_\_\_

(ex. Opti 7010, Lat E3340, iPad)

### Old Location:

Dept Name: \_\_\_\_\_ Location: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Room: \_\_\_\_\_

### New Location:

Dept Name: \_\_\_\_\_ Location: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Room: \_\_\_\_\_

If an item is moved from one school/department to another, signature of the new assignee and administrative personnel is required.

**NEW Assignee** Signs here: \_\_\_\_\_

**NEW Dept Head** Signs here: \_\_\_\_\_

### Notes/Comments

When Transferring Multiple Assets, Use the FA-4 Form.

Completed by Auditor's Office: \_\_\_\_\_

Form FA-3