

Fairfield County Interdepartmental Capital Asset Transfer Form

Use this form when a capital asset has been transferred from your department to another County department. Your cooperation will enable the County to maintain an accurate capital asset inventory.

Please send the original signed copy of this form to the Finance Department in the County Auditor's Office.

Asset Item Being Transferred:

Asset/Tag number: _____

Serial number: _____

Description of asset: _____

Transfer FROM: Department: _____

Location: _____

Transfer TO: Department: _____

Location: _____

Reason for Transfer—Please Check One:

_____ Better utilization of asset(s)

_____ Trade-in or exchange with **Other Departments**

_____ Excess assets

_____ Other. Please explain. _____

Method of Delivery or Shipping—Please Check One:

_____ Hand-carried by _____

_____ Carrier company _____

Shipping receipt number _____

_____ U.S. Mail

Date of shipment or transfer _____

Signature of SENDING official: _____

Department: _____ Date: _____

Signature of RECEIVING official: _____

Department: _____ Date: _____