

MORGAN COMMUNITY COLLEGE - Asset Transfer Form

Instructions: Please complete all fields for each asset transferred. The signature of the person completing this form is required. Submit to Purchasing at the end of each month if transfers occurred.

ASSET INFO	ASSET1	ASSET2	ASSET3	ASSET4	ASSET5	ASSET6
MCC TAG#						
ITEM DESCRIPTION						
SERIAL/VIN #						
CURRENT LOCATION						
CAMPUS						
BUILDING						
ROOM						
NEW LOCATION						
CAMPUS						
BUILDING						
ROOM						
COMPLETE THIS SECTION ONLY IF RETAGGED						
NEW TAG #						
REASON FOR RETAGGING						
BELOW COMPLETED BY PURCHASING OFFICE ONLY						
NEW CATEGORY						
NEW SUBCATEGORY						
NEW GROUP NAME						
NEW SUBGROUP						

PREPARED BY: _____ DATE _____ ENTERED BY: _____ DATE _____

CONTROLLER
APPROVAL: _____ DATE _____

(Required for Asset Retagged costing >\$5000)