**Fixed Asset Transfer Form**

*Controller’s Office - Financial Accounting Department*

A fixed asset is a tangible piece of property owned or leased by DePaul that will be used for a duration of more than one year. With the exception of leased computers, if fixed assets are being transferred due to an organizational change, office relocation, or any other exchange, this form should be used if the fixed asset either 1) was purchased for at least $5,000 or 2) is part of a number of items being moved in which the total purchase price was at least $5,000. See the [Fixed Asset Management Policy](http://policies.depaul.edu/policy/policy.aspx?pid=13) for further details.

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| **Requestor Information**  |
| First Name:  |  |
| Last Name:  |  |
| Department:  |  |
| Email:  |  |
| Extension:  |  |
| Campus:  |  |
| **Sending Department Budget Manager Information**  |
| **Budget Manager information is Same as Requestor** |
| Name:  |  |
| Email:  |  |
| Extension:  |  |
| **Receiving Department Budget Manager Information**  |
| **Budget Manager information is Same as Requestor** |
| Name:  |  |
| Email:  |  |
| Extension:  |  |
| **Transferred Fixed Assets**  |

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| **Where are the fixed assets being transferred from?** |
| **Campus** | **Building** | **Room #** |
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| **Where are the fixed assets being transferred to?** |
| **Campus** | **Building** | **Room #** |
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| **#** | **Fixed Asset Category** | **Description** | **Serial Number** | **Funding** | **Condition** |
| 1 |  |  |  |  |  |

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| 6 |  |  |  |  |  |

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| 7 |  |  |  |  |  |

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| 8 |  |  |  |  |  |

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| 9 |  |  |  |  |  |

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| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
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| Comments:  |  |

Please submit completed forms to the Financial Accounting Department within the Controller’s Office via e-mail (fauploads@depaul.edu) or interoffice mailBottom of Form

 (55 E. Jackson Suite 1900).