



Relocation of Capital Asset/Minor Equipment Movement

All Fields in red are REQUIRED.

Enter required information into the fields below and send as follows.

All Forms

1. The Employee who completes the form submits it to the Employee receiving the asset.
2. The Employee receiving the asset submits the form to Fixed Assets.

Asset Location moved from:

Campus: _____ Building: _____

Asset location moved to:

Campus: _____ Building: _____

Assets Listing (All fields are required)

Asset #	Description	Moved from room	Moved to room	Date	Responsibility
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Authentication

Originator: _____ Date: _____

Received by: _____ Date: _____

Comments:

Entered into Sage by: _____ Date: _____