

San Miguel County

Transfer of Furniture and Equipment Form

1. Date of Request:	2. Date of Transfer:	3. Transfer #:
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4. Permanent Transfer <input type="checkbox"/>	5. Temporary Transfer <input type="checkbox"/>
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6. From Department:	Account #:
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7. To Department:	Account #:
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8. Requested By:	
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9. Reason for Request:	

10. Signature of Supervisor/Elected Official:	
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FOR OFFICE USE ONLY:

11. Inventory #:	Quantity:	Item Description:	Current Condition:	Assigned Value:

12 Checked By (Fixed Asset Clerk):	
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13. Approved: <input type="checkbox"/>	14. Disapproved: <input type="checkbox"/>
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<p>15. I certify that I have received the furniture and/or equipment listed above and accept responsibility for its care, maintenance, and safekeeping.</p> 	<p>_____ 16. Signature of Department Receiving Items</p>
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Instructions For Completion Of
San Miguel County
Transfer Of Furniture And Equipment Form

1. Use current date.
2. To be completed by Fixed Asset Inventory Clerk.
3. Transfer Number must be assigned by Fixed Asset Inventory Clerk.
4. Permanent Transfer – (is an official move from one designated area to another, for a permanent duration and transferred with the intention of giving up jurisdiction over the item being transferred.)
5. Temporary Transfer – (a movement of fixed assets from its officially designated area to another. Covering from one working day to another or more.)
6. Department giving up and/or lending item.
7. Department receiving transferred item.
8. Requested by – employee and/or official requesting transfer.
9. Please be brief and concise, for example – Item no longer needed.
10. Person officially responsible for the item being transferred.
11. Tag Number meaning San Miguel County inventory number.
Item Description – as per departmental inventory record.
Current Condition – meaning good, fair, and poor.
Assigned Value – must be obtained from Fixed Asset Inventory Clerk.
12. To be completed by Fixed Asset Inventory Clerk.
13. Approval needed from Fixed Asset Inventory Clerk.
14. Denial needed from Fixed Asset Inventory Clerk.
15. Please read and acknowledge your understanding.
16. Signature from Department Head/Elected Official receiving new item.

SPECIAL INSTRUCTIONS FOR SUPERVISOR/ELECTED OFFICIAL:

1. All transfer forms are source documents and must be typed.
2. Forms should be fully completed.
3. All signatures must be original.