



FIXED ASSET TRANSFER REQUEST

RECEIVING CUSTODIAN NAME AND RECEIVING CUSTODIAN NUMBER	DEPARTMENT CODE	DATE (MM/DD/YYYY)
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TRANSFER PREPARED BY	DATE PREPARED	ADDRESS/EXTENSION
		1801 E 4th St., Okmulgee, OK 74447

ASSET NUMBERS		A5 - INTERDEPARTMENTAL TRANSFER						
ASSET NUMBERS	QTY	AC	SERIAL NO, ITEM DESCRIPTION, MFG/MODEL	COST EACH	BLDG	ROOM	OWNER CODE	
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		A5						
TOTAL VALUE OF ADDITIONS				0.00				

COMMENT: _____

RECEIVING DEPARTMENT CERTIFICATION
 "I assume inventory accountability for the above described equipment."

 SIGNED: _____ DATE _____
DEPARTMENT HEAD

RELEASING DEPARTMENT CERTIFICATION
 "I relinquish inventory accountability for the above described equipment."

 SIGNED: _____ DATE _____
DEPARTMENT HEAD

RELEASING CUSTODIAN NUMBER _____