

The University Corporation, San Francisco State

Fixed Asset Relocation or Transfer Form

Complete either Section 1 or Section 2. Then fill in the asset information in the lower part of the form.

1. The property or Equipment, listed below, was <u>relocated within</u> a college or department.				
Signature of Responsible Party		Printed Name		Date
2. The property or Equipment, list (Fill out all fields in this section a. Originating Fund Number: Fund Name:		erred to another fund (Note: Also complete		
Signature (Dean/Chair/Project Dire	ector)	Printed Name		Date
b. <u>Receiving</u> Fund Number: Fund Name:]		
Signature (Dean/Chair/Project Director)		Printed Name		Date
UCorp ID (Property Tag No.)		scription Serial No., etc.)	Old Location (Bldg. / Room No.)	New Location (Bldg. / Room No.)

Keep a copy of this form for your records and mail the completed form to the University Corporation, SF State.

^{*} For transfers, the property will remain on the originating Fund Number's inventory if this form is not signed by <u>both</u> Fund Numbers.