

University of Oklahoma

Asset Transfers

- To Transfer an asset from one Custodian CFS to another fill out sections (1)-(3) and (4) if location changed and (6)
- To ONLY change an asset location fill out sections (1) & (4)
- To add a piece of property to the asset list contact Financial Services:
NORMAN: FSFixedAssets@ou.edu
HC: EquipmentInventory@ouhsc.edu

Use one form per asset. If you have more than 10 items contact Financial Services and we can work with you on an alternative spreadsheet for reporting

PLEASE SEND COMPLETED FORM TO: NORMAN: FSFixedAssets@ou.edu or
HC: EquipmentInventory@ouhsc.edu

(1) Asset Information

Asset Tag #:		Serial Number:	
Date Asset was physically transferred:			
Item Description:			
Make:		Model:	

(2) Transfer FROM Department Information

Fund	Org	Function	Entity	Source	Purpose	Project
Transfer From Department Name:						
Contact:	Name	Phone	Email			

(3) Transfer TO Department Information

Fund	Org	Function	Entity	Source	Purpose	Project
Transfer To Department Name:						
Contact:	Phone	Email				
Was a Cost Transfer entered to charge the receiving department?				☐ Yes	☐ No	
CT Number from PeopleSoft						

If this asset was purchased on a grant, the Project # must be listed above and Grants Accounting must approve the Transfer.

(4) Transfer TO New Location

Building:		Room #:	
-----------	----------------------	---------	----------------------

(5) Additional Information

(6) Required Department Approvals

I agree that the custodial authority for the asset listed above has transferred From or To my Department

Submitting (FROM) Department Signature	Print Submitting Department Name
Receiving (TO) Department Signature	Print Receiving Department Name