



Fixed Asset Transfer Form

If the new Asset Number is not known the old Asset Number must be completed.

Asset No.

Old Asset Number *(only required if new asset
Number is not known)*

Description

New Cost Centre Code

New Building Code

Date of Transfer

Sale Price

New Description (if changed)

Serial Number

Transfer Prepared By (Print Name)
(Transferor-giving Dept)

Signature

Date

Transfer Authorised By (Print Name)
(Transferee-receiving Dept)

Signature

Date

**Upon Completion of this form, the signed form needs to be returned to the Assets Officer, Financial Services Division.
Or Scan the completed and signed form and email to: fsd.assets@otago.ac.nz**