SP-02
8/27/08

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

NON-FIXED ASSET TRANSFER FORM

Instructions: Complete this form when transferring a non fixed asset item(s) (furnishings, fixtures and miscellaneous equipment) to another campus department. Departments must assure that the item(s) are not tagged as fixed asset items. If any item has a UNCG Property tag, a FA-14 form must be used.
Once the form has been completed, it should be signed by the originating department head. The original form should then be sent to the department receiving the items. Questions?? Call Surplus Property at 334-5927 or 315-7047

Transfer FROM:		**Transfer TO:**
Department:		Department:
Department Head: (Print):		Department Head: (Print):
Department Head Signature:		Department Head Signature:

Item Description	Manufacturer	Serial No (if applicable)

File: Original – originating department and Copy – receiving department