

FIXED ASSET TRANSFERS & DISPOSALS



This form should be used whenever tribal property is being transferred to a different department or program or when its disposal becomes necessary. Note: some grants may not allow for transfers during the period a grant is active – check with your Awarding Official/Contracting Officer.

Date: _____ Employee: _____ Dept./Program: _____

FIXED ASSET TRANSFER (include dollar amount in Description if being “sold” to another Program)

DATE	TAG #	VIN / SERIAL #	DESCRIPTION	FROM FUND #	TO FUND #

FIXED ASSET DISPOSAL (NPTEC approval required if current value is \$5,000 or more – please attach)

DATE	TAG #	VIN / SERIAL #	DESCRIPTION	ESTIMATED VALUE	FROM FUND #

Type of Disposal: ___ Surplus ___ Non-operational ___ Sale ___ Auction ___ Other

Approvals:

 Manager/Director Date
 (of budget transferring/disposing)

 Manager/Director Date
 (of budget receiving, if applicable)

 Finance Manager/Director Date

 Responsible Accountant Date