## **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 AS	SET TRANSF	ER (include dollar a	amount in Description	n if being "s	old" to another Pr	ogram)	
DATE TAG # VIN		VIN / SERIAL #	DESCRIPTIO	DESCRIPTION		TO FUND#	
FIXED ASS	SET DISPOS	<b>AL (</b> NPTEC approva	I required if current v	value is \$10,	000 or more – ple	ase attach)	
DATE TAG#		VIN / SERIAL #	DESCRIPTION		ESTIMATED VALUE	FROM FUND#	
Type of Disposal: Surplus _			Non-operationa	l Sale	e Auction	Other	
Approvals:							
Manager/Director			Date	Manager/	Manager/Director Date		
(of	budget transfe	erring/disposing)		(of budget receiving, if applicable)			
Fi	inance Manag	er	Date	Responsi	Responsible Accountant Date		