



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:
Dutc.		

## **FIXED ASSET TRANSFER** (include dollar amount in Description if being "sold" to another Program)

DATE	TAG #	VIN / SERIAL #	DESCRIPTION	FROM FUND #	<u>TO</u> FUND #

## FIXED ASSET DISPOSAL (NPTEC approval required if current value is \$10,000 or more – please attach)

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

Type of Disposal:	Surplus	Non-operational	Sala	Auction	Other	
Type of Disposuli			5410			

Approvals:

Manager/Director (of budget transferring/disposing) Date

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

**Finance Manager** 

Responsible Accountant Date

Date

Updated 10/1/2024