

Missouri Western State University Asset Transfer Form Instructions

- An Asset Transfer Form must now be completed on any asset being transferred. Whether the asset is considered tagged or non-tagged.
 - Complete an Asset Transfer Form for any asset being transferred cuts down on confusion of when to fill out a Transfer Form.
- Complete a Maintenance Request if using Physical Plant's assistance.
 - If a transfer is taking place within a department, from office to office, or from department to department and is done without Physical Plant's assistance. A Maintenance Request is unnecessary.
 - However, the department is responsible for forwarding the Transfer Form to the Fixed Asset Accountant in Popplewell Hall 220.

- **Transfer With-In A Department**
 - **Transfer Date**---Date in which the asset is being transferred
 - **MWSU Tag #** ---only needed if the asset is tagged with the MWSU 5 digit metal tag
 - **Asset Description**---A detailed description of the asset is needed. Include the brand name. Example: Dell GX240 computer....
 - Using a description of-- Computer-- is not acceptable.*
 - If transferring non-tagged assets like chairs, tables, extra key boards or mice, list in a group and include total number of assets.
 - *Example:* 15-chairs or 5 key boards
 - **Serial #**---Must be completed.
 - All computer CPUs, Monitors, and even the keyboards have serial numbers.
 - All electronic items will have serial numbers
 - Use the VIN number when transferring Vehicles.
 - Items such as athletic equipment, lab equipment, music instruments, etc all have serial numbers.
 - Assets that have been grouped, such as chairs, tables, keyboards, etc does not need the serial # section completed
 - **Department Name**---Name of department transferring asset
 - **Department #**---Departmental Organization number &/or Index Code
 - **Building/Suite # & Suite letter transferred from**--- This would be the building name, office suite #, & suite letter where the asset is presently located
 - **Building/Suite # & Suite letter transferred to**--- This would be the building name, office suite #, & suite letter that the asset is being transferred too
 - **Department Contact, email address, & phone ext**---Name, email address, & extension of person to contact if there are questions regarding the transfer
 - **Departmental Approval & date**--- this can be the departmental contact or the departmental supervisor. Approval signature should be determined at the departmental level.

□ **Transfer From Department to Department**

- **Transfer Date**---Date in which the asset is being transferred
- **MWSU Tag #** ---only needed if the asset is tagged with the MWSU 5 digit metal tag
- **Asset Description**---A detailed description of the asset is needed. Include the brand name. Example: Dell GX240 computer....
 - *Using a description of-- Computer-- is not acceptable.*
 - If transferring non-tagged assets like chairs, tables, extra key boards or mice, list in a group and include total number of assets.
 - **Example:** 15-chairs or 5 key boards
- **Serial #**---Must be completed.
 - All computer CPUs, Monitors, and even the keyboards have serial numbers.
 - All electronic items will have serial numbers
 - Use the VIN number when transferring Vehicles.
 - Items such as athletic equipment, lab equipment, Music instruments, etc all have serial numbers.
 - Assets that have been grouped, such as chairs, tables, keyboards, etc does not need the serial # section completed
- **Department Name Transferring Asset**---Name of department transferring asset
- **Department # Transferring Asset**---Department organization number &/or Index Code that is transferring the assets
- **Building/Suite # & Suite letter**--- This would be the building name, office suite #, & suite letter where the asset is presently located
- **Department Contact, email address, & phone ext**---Name, email address, & extension of person to contact if there are questions regarding the transfer
- **Department Name Transferred To**---Name of department the asset is being transferred to
- **Department # Transferred to**---Department organization number &/or Index Code that the asset is being transferred to
- **Building/Suite # & Suite letter transferred to**--- This would be the building name, office suite #, & suite letter that the asset is being transferred to
- **Departmental Approval & date**--- this can be the departmental contact or the departmental supervisor. Approval signature should be determined at the Department level.

Please call the Fixed Asset Accountant, X5917 for questions regarding this form or instructions.

Non-Tagged Asset Example

Missouri Western State University

Asset Transfer Form

Please call the Fixed Asset Accountant, X5917 if you have any questions.

- If transfer requires Physical Plant assistance you must first fill out a Maintenance Request available through Physical Plant. Complete the sections that apply and attach this form to the Maintenance Request and send to Physical Plant. **All forms must be completed before Physical Plant will transfer items.**
- If transfer does not involve Physical Plant complete the sections that apply and send to the Fixed Asset Accountant in Popplewell 220.

TRANSFER WITH-IN A DEPARTMENT

Transfer Date: <u>5-1-06</u>	MWSU Tag # (only if asset is tagged): <u>N/A</u>
Asset Description: <u>4-File Cabinets</u>	Asset Serial #: <u>N/A</u>
Department Name: <u>Accounting Services</u>	Department #: <u>31001/AS</u>
Building/Suite # & Suite letter transferred from: <u>Popplewell Hall 220F</u>	
Building/Suite # & Suite letter transferred to: <u>Popplewell Hall 220G</u>	
Department contact: <u>Sherri Cooper</u>	Email: <u>cooper</u> Ext: <u>5917</u>
<u>Sherri Cooper</u>	<u>5-1-06</u>
Department Approval	Date

TRANSFER FROM DEPARTMENT TO DEPARTMENT

Transfer Date: <u>5-1-06</u>	MWSU Tag # (only if asset is tagged): <u>N/A</u>
Asset Description: <u>HP PSC 2175</u>	Asset Serial #: <u>MY46CB20DK</u>
Department Name Transferring Asset: <u>Accounting Services</u>	
Department # Transferring Asset: <u>31001/AS</u>	Bldg/Suite # & Suite: <u>Popplewell Hall 220E</u>
Transferring Department Contact : <u>Sherri Cooper</u>	Email: <u>cooper</u> Ext: <u>5917</u>
Department Name Transferred To: <u>Purchasing Department</u>	
Department # Transferred To: <u>31200/PD</u>	Bldg/Suite # & Suite Letter: <u>Popplewell Hall 221A</u>
<u>Sherri Cooper</u>	<u>5-1-06</u>
Department Approval	Date

Please keep a copy of this form for your records.

Tagged Asset Example

Missouri Western State University

Asset Transfer Form

Please call the Fixed Asset Accountant, X5917 if you have any questions.

- If transfer requires Physical Plant assistance you must first fill out a Maintenance Request available through Physical Plant. Complete the sections that apply and attach this form to the Maintenance Request and send to Physical Plant. **All forms must be completed before Physical Plant will transfer items.**
- If transfer does not involve Physical Plant complete the sections that apply and send to the Fixed Asset Accountant in Popplewell 220.

TRANSFER WITH-IN A DEPARTMENT

Transfer Date: <u>5-1-06</u>	MWSU Tag # (only if asset is tagged): <u>47129</u>
Asset Description: <u>Dell GX240 Computer</u>	Asset Serial #: <u>JRSB311</u>
Department Name: <u>Accounting Services</u>	Department #: <u>31001/AS</u>
Building/Suite # & Suite letter transferred from: <u>Popplewell Hall 220F</u>	
Building/Suite # & Suite letter transferred to: <u>Popplewell Hall 221B</u>	
Department contact: <u>Sherri Cooper</u>	Email: <u>cooper</u> Ext: <u>5917</u>
<u>Sherri Cooper</u>	<u>5-1-06</u>
Department Approval	Date

TRANSFER FROM DEPARTMENT TO DEPARTMENT

Transfer Date: <u>5-1-06</u>	MWSU Tag # (only if asset is tagged): <u>47129</u>
Asset Description: <u>Dell GX240 Computer</u>	Asset Serial #: <u>JRSB311</u>
Department Name Transferring Asset: <u>Accounting Services</u>	
Department # Transferring Asset: <u>31001/AS</u>	Bldg/Suite # & Suite: <u>Popplewell Hall 220E</u>
Transferring Department Contact : <u>Sherri Cooper</u>	Email: <u>cooper</u> Ext: <u>5917</u>
Department Name Transferred To: <u>IT</u>	
Department # Transferred To: <u>34001/IT</u>	Bldg/Suite # & Suite Letter: <u>Hearnes Center 107</u>
<u>Sherri Cooper</u>	<u>5-1-06</u>
Department Approval	Date

Please keep a copy of this form for your records.