



Richard Bland College

Fixed Assets Interdepartmental Transfer Form

Transferring Department _____	Receiving Department _____
Transfer By (Print) _____	Received To (Print) _____
Department Head (Print) _____	Department Head (Print) _____
Signature _____	Signature _____
Date _____	Date _____
Original Location _____	New Location _____

	Item Description	Serial Number	RBC Asset Tag Number	Quantity	New Location
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

----- **FOR FINANCE OFFICE USE ONLY** -----

Original Location Code _____ New Location Code _____

COMMENTS: _____

Please submit the completed form to the Finance Office.