



**OSU Equipment Inventory  
FIXED ASSETS TRANSFER FORM**

Asset Tag #	Asset Description	Transfer From		Transfer To		New Custodian/PI
		ORG	Location	ORG	Location	

Reason for Transfer: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Receiver Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fixed Assets: \_\_\_\_\_ Date: \_\_\_\_\_