FA-14
(Rev 04/03)

You will need Adobe Acrobat full version in order to save the data in the fill-in fields.

Reset

Save

FAYETTEVILLE STATE UNIVERSITY
FIXED ASSETS SYSTEM

EQUIPMENT TRANSFER FORM

Instructions: Complete tag number, description, serial number, and new location. FA-14 *must* be signed by **both** department heads. Current Location must sign and forward to New Location for signature. New Location must send **original** with both signatures to Fixed Assets.

Current Location:

Department: _____

Dept. Hd. (Print): _____ Phone: _____

Dept. Hd. (Signature): _____ Date: _____

New Location:

Department: _____

Dept. Hd. (Print): _____ Phone: _____

Dept. Hd. (Signature): _____ Date: _____

Serial Number	Description/Manufacturer	FSU I.D.	New Location	
			Building	Room No.