FAS-3 FIXED ASSET TRANSFER FORM

This form is to be used for the transfer of Assts from one location to another.

A. Assets to	be transferred:							
		From	То					
							1	
Fixed							Asset	Entered on
Asset					Accumulated	Net Book	Register	Financial
Number	Description	Location	Location	Cost	Depreciation	Value	updated Y/N	System Y/N
								1
								1
Explanation	•						J	J
		n ac to why the	fived access = L	ould be tree-	formed and why the	w ara na		
	a detailed justification		iixea assets sr	iouia be trans	sierred and wny the	ey are no		
ronger need	ed by the departmen	l.						

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e a detailed justification	on as to why the	fixed assets s	hould be tran	sferred and why	they are no					
ded by the departmen	nt.			-	-					
at transferring locati	ion bv:									
at transferring locatio	n by									
LHO Manager or designated officer										
at receiving location b	ру									
LHO Manager or designated officer										
ster Updated by:										
Fixed Asset Officer or designated officer										
Financial System by:										
Fixed Asset Officer or designated officer										
		•	•	•	•	•				
	I at transferring location transferring location Line Manager at transferring location LHO Manager at receiving location to LHO Manager ster Updated by:	e a detailed justification as to why the eded by the department. I at transferring location by: Line Manager/ Officer or designated or at receiving location by LHO Manager or designated or at receiving location by LHO Manager or designated or at receiving location by LHO Manager or designated or ster Updated by: Fixed Asset Officer or provided in Financial System by:	e a detailed justification as to why the fixed assets seded by the department. I at transferring location by: Line Manager/ Officer or designated officer at transferring location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer ster Updated by: Fixed Asset Officer or designated of special part of the second secon	e a detailed justification as to why the fixed assets should be transded by the department. I at transferring location by: Line Manager/ Officer or designated officer at transferring location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer ster Updated by: Fixed Asset Officer or designated officer or Financial System by:	e a detailed justification as to why the fixed assets should be transferred and why deed by the department. I at transferring location by: Line Manager/ Officer or designated officer at transferring location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer ster Updated by: Fixed Asset Officer or designated officer at Fixed Asset Officer or designated officer ster Updated by:	e a detailed justification as to why the fixed assets should be transferred and why they are no eded by the department. I at transferring location by: Line Manager/ Officer or designated officer at transferring location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer ster Updated by: Fixed Asset Officer or designated officer at Financial System by:	e a detailed justification as to why the fixed assets should be transferred and why they are no eded by the department. I at transferring location by: Line Manager/ Officer or designated officer at transferring location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer at receiving location by LHO Manager or designated officer ster Updated by: Fixed Asset Officer or designated officer or fixed Asset Officer or designated officer ster Updated by:			