

<b>FAS-3</b> <b>FIXED ASSET TRANSFER FORM</b>
This form is to be used for the transfer of Assts from one location to another.

**A. Assets to be transferred:**

[illegible]

Please give a detailed justification as to why the fixed assets should be transferred and why they are no longer needed by the department.

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Requested at transferring location by:	
Line Manager/ Officer or designated officer	Date
Approved at transferring location by	
LHO Manager or designated officer	Date
Approved at receiving location by	
LHO Manager or designated officer	Date
Asset register Updated by:	
Fixed Asset Officer or designated officer	Date
Entered on Financial System by:	
Fixed Asset Officer or designated officer	Date