

University of Oklahoma Property Control

Inventory Transfers

- To Transfer an asset from one CFS to another fill out sections (1)-(3) and (4) if location changed
- To ONLY change an asset location fill out sections (1) & (4)
- To add a piece of property to the inventory list, contact Financial Services FSFixedAssets@ou.edu

Use one form per piece of property. If you have more than 10 items contact FSFixedAssets@ou.edu and we can work with you on an alternative spreadsheet for reporting

PLEASE SEND COMPLETED FORM TO: FSFixedAssets@ou.edu

(1) Property Information

OU ID #: Serial Number:

Date Property was physically transferred:

Item Description:

Make: Model:

(2) Transfer FROM Department Information

Fund	Org	Function	Entity	Source	Purpose	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transfer From Department Name:

Contact:

Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

(3) Transfer TO Department Information

Fund	Org	Function	Entity	Source	Purpose	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transfer From Department Name:

Contact:

Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Was a Cost Transfer entered to charge the receiving department? Yes No

If yes, what is the CT Number?

If this property was purchased on a grant, the Project # must be listed above and Grants Accounting must approve the Transfer.

(4) Transfer TO New Location

Building: Room #:

(5) Additional Information
