



TECHNOLOGY ASSET TRANSFER FORM

PPS Property / Asset Tag: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Description: \_\_\_\_\_

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

TRANSFER FROM:	TRANSFER TO:
Building: _____	Building: _____
Department: _____	Department: _____
Room: _____	Room: _____

**Originator:**  
 Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Approved by Transferring Department:**  
 Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Asset Received by:**  
 Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Approved by Receiving Department:**  
 Name: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Received by Technology:**  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_