Inter-Departmental Asset Transfer

To be Used to Transfer Assets Between Cost Centres and Schools/Departments

<table>
<thead>
<tr>
<th>Asset No.</th>
<th>Cost Centre</th>
<th>Bldg/Room</th>
<th>Asset Description</th>
<th>Serial No.</th>
<th>Net Book Value</th>
<th>Asset No.</th>
<th>Cost Centre</th>
<th>New Bldg/Room</th>
</tr>
</thead>
</table>

Shaded areas to be completed by AMO.

Department numbers are used as a nominal code to identify particular schools and departments. They are not General Ledger cost centre numbers.

Authorising Officer __________________________ Issuing Department Date ____/____/____ Received By __________________________ Date ____/____/____

Head of School/Department __________________________ Issuing Department Date ____/____/____ Assets Officer __________________________ Date ____/____/____

Asset Register Updated __________________________ Date ____/____/____

Please retain a copy for your records.