

NEW MEXICO HIGHLANDS UNIVERSITY

Transfer of Furniture and Equipment Form

| | | | | | |
|---|------------|----------------------|------------------|-------------------|----------------|
| 1. Date of Request: | | 2. Date of Transfer: | | 3. Transfer No. | |
| 4. Permanent Transfer [] | | | | | |
| 5. Temporary Transfer [] | | | | | |
| 6. From Department: | | | | Account No. | |
| 7. To Department: | | | | Account No. | |
| 8. Requested By: | | | | | |
| 9. Reason for Request: | | | | | |
| | | | | | |
| | | | | | |
| 10. Signature of Releasing Fund Supervisor | | | | | |
| | | | | | |
| 11. | TAG NUMBER | QUANTITY | ITEM DESCRIPTION | CURRENT CONDITION | ASSIGNED VALUE |
| | | | | | |
| 12. Checked By: (Fixed Asset Receiving Clerk) | | | | | |
| | | | | | |
| By Office of Chief Finance Officer | | | | | |
| 13. Approved [] | | | | | |
| 14. Disapproved [] | | | | | |
| 15. I certify that I have received the furniture and/or equipment listed above and accept responsibility for its care, maintenance and safekeeping. | | | | | |
| | | | | | |
| 16. Signature of Receiving Fund Supervisor | | | | | |

TVLMC Form 1

DISTRIBUTION: Original Fixed Asset Clerk in Accounting
Copy Releasing Fund Supervisor
Copy Receiving Fund Supervisor
Copy Fixed Asset Receiving Clerk

Fixed Asset Clerk in Accounting Copy

**Instructions For Completion of
New Mexico Highlands University
Transfer of Furniture and Equipment Form**

1. Use current date.
2. To be completed by Fixed Asset Receiving Clerk.
3. Transfer Number must be assigned by Fixed Asset Receiving Clerk.
4. Permanent Transfer—(is an official move from one designated area to another, for a permanent duration and transferred with the intention of giving up jurisdiction over the item being transferred.)
5. Temporary Transfer—(a movement of fixed assets from its officially designated area to another. Covering from one working day to another or more.
6. Department giving up and/or lending item.
7. Department receiving transfer item.
8. Requested by—employee and/or official requesting transfer.
9. Please be brief and concise, for example—Item no longer needed.
10. Person officially responsible for the item being transferred.
11. Tag Number meaning NMHU inventory number.
Item Description—as per departmental inventory record.
Current Condition—meaning good, fair, and poor.
Assigned Value—must be purchased from Fixed Asset Receiving Clerk.
12. To be completed by Fixed Asset Receiving Clerk.
13. Self-Explanatory
14. Self-Explanatory
15. Self-Explanatory
16. Self-Explanatory

SPECIAL INSTRUCTIONS TO FUND SUPERVISOR

1. All transfer forms are source documents and must be typed.
2. Forms should be fully completed.
3. All signatures must be original.