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:	L circia cristia como	et e saga se se consistence ana rendicas e sonos	Account No.	
7. To Department:			Account No.	
3. Requested By:	15 only on the control of the contro			
Reason for Request				
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	79(6005_19991	AND THE RESIDENCE TO COMPANY OF THE PROPERTY O		
	Constitution of the	- strength from the say hope.		
0. Signature of Release	sing Fund Supervisor	ST 2008 in the month is naturated		
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1. TAG	T-4-1-1-1-1-1	ITEM	OUDDEN'T	400101150
NUMBER	QUANTITY	DESCRIPTION	CURRENT	ASSIGNED VALUE
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	SUPPLEMENT OF THE PROPERTY.	wat he recommend that our Amort Residence Chert,		
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	f Dissement grade			
		Girlian Christian Charles and Christian		
		green a lambara and Equipment Form		
		New West on Frightithis Conversion 1		
		The user from the property of		
. Checked By: (Fixed	d Asset Receiving Clerk)			
	By Office of Chief Finance Officer			
. Approved []		D, Ornico di Gillo i i indicio di		
I. Disapproved []				
	received the furniture and/s	r aguipment listed shows and		e le constant
o. r certify that i have	received the furniture and/o	r equipment listed above and accept responsibility for its	care, maintenance and sal	rekeeping.
		16. Signature of Receiving Fu	and Supervisor	
10.5				
MC Form 1		DISTRIBUTION: Original Fixed As	set Clerk in Accounting	

Copy Copy Copy

Releasing Fund Supervisor Receiving Fund Supervisor Fixed Asset Receiving Clerk

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.