

**Bevill State Community College
Capital Asset Inventory Transfer Form**

PLEASE PRINT

Bevill Property Tag Number

Effective Date of Transfer

Asset Description (including make/model/serial/VIN if applicable)

Transfer From Information:

Campus & Department

Building & Room (if applicable)

Custodian

Department Head

Department Head Signature

Transfer To Information:

Campus & Department

Building & Room (if applicable)

Custodian

Department Head

Department Head Signature

Central Business Office Use Only

Received By

Date Received

Transfer Completed in System By

Date Entered

**NO CAPITAL ASSET SHOULD BE TRANSFERRED UNTIL MAINTENANCE HAS SIGNED FORM.
COMPLETED & SIGNED FORM CAN BE UPLOADED IN MAINTENANCE TICKET OR HANDED OVER AT TRANSFER.**