



**OCONEE COUNTY, SC
BUILDINGS
CAPITAL ASSET TRANSFER FORM**

Please enter
Asset Tag #

**Submitting accurate and timely forms is crucial to providing Council, the Administrator, management, and others with the accurate financial reports.
PLEASE PROCESS PROMPTLY!**

Complete all applicable sections below and submit to the Finance Department for all **BUILDING** transfers between departments.
Both departments must sign the transfer form prior to submitting the original to Finance.

Location/Address: _____ Tax Map #: _____

Year Constructed: _____ Square Footage: _____ Construction Type/Material: _____

Condition: _____

Additional Notes/Comments: _____

Transferring Department ONLY

Transferring Department _____	Dept. # _____
Authorized Signature _____	Date _____

Receiving Department ONLY

Receiving Department _____	Dept. # _____
Location Code: _____ Building Code: _____	
<i>Contact Finance for available Location and Building codes:</i>	
Authorized Signature _____	Date _____

Finance Use ONLY

Entered in CSI by: _____	Date: _____
Finance Notes: _____	