



OCONEE COUNTY, SC
LAND
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 **LAND** transfers between departments. Both departments must sign the transfer form prior to submitting the original to Finance.

Location/Address: _____

Acreage/Description: _____ Tax Map #: _____

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: _____	