



OCONEE COUNTY, SC

VEHICLES and EQUIPMENT

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 **VEHICLES and EQUIPMENT** transfers between departments. Both departments must sign the transfer form prior to submitting to Finance. For vehicles and heavy equipment transfers maintained by Vehicle Maintenance, the form must also be completed by Vehicle Maintenance. Once all applicable sections have been completed the original is to be submitted to Finance.

Description: _____

Year: _____ Manufacturer: _____ Model: _____

Serial #: _____ Condition: _____

Additional Notes/Comments: _____

Transferring Department ONLY

Transferring Department	Dept. #
Authorized Signature	Date

Receiving Department ONLY

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

For Vehicles and Heavy Equipment Maintained by Vehicle Maintenance ONLY

Previous Unit #: _____	New Unit #: _____
Authorized Signature	Date

Finance Use ONLY

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