

TRANSFER OF PROPERTY FORM
MADISON COUNTY, TENNESSEE
*****Please fill out completely*****

TRANSFERRING DEPARTMENT: _____

Specific Location of Asset: _____

RECEIVING DEPARTMENT: _____

Specific Location of Asset: _____

Item/Description: _____

Serial Number: _____

County Asset Tag Number: _____

Purchase price: _____

Estimated Current Value: _____

ANY ADDITIONAL COMMENTS:

**** Equipment going to the IT Department will need a Help Desk ticket created****
****Please update the Inventory/Asset Spreadsheet****

Department Head Transferor Signature

Date

Department Head Transferee Signature

Date

Chairman, Approved by the Surplus Property Committee

Date