

**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 Tag Asset Number: _____

Purchase price: _____

Estimated Current Value: _____

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