



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### Capitalized Property Transfer Form

This form must be used to transfer all tagged assets. The transfer of tagged assets is not common practice. Assets purchased with grant funds require prior approval from Property Control. Technology assets require prior approval from Technology Services. Administrator signatures from both cost centers is required for processing.

If you are transferring technology assets that need to be picked up and delivered, submit this form to Technology Services via the Web Help Desk.

If you are transferring non-technology assets that need to be picked up and delivered, submit this form to [cro@pasco.k12.fl.us](mailto:cro@pasco.k12.fl.us).

For assets that do not need to be delivered, submit this form directly to Property Control via the Web Help Desk (Web Help Desk-->Finance-->Property Control-->Asset Transfers)

Sending Cost Center Name	Cost Center Number	Receiving Cost Center Name	Cost Center Number

This transfer request has been approved by:

Sending Cost Center Administrator Name	Administrator Signature	Date

Items to be transferred:

Asset Tag Number (Required)	Description of the Item (this information can be found in MUNIS and TipWeb)	Serial Number (if applicable)

Reason for the transfer:

This transfer has been received by:

Receiving Cost Center Administrator Name	Administrator Signature	Date

**Distribution Services Only - If Applicable:**

Distribution Services Employee	Distribution Services Signature	Date Items Were Picked Up