



Fixed Asset Inventory Update Form

Effective Date: _____

Fixed Asset ID No: _____

Description: _____

Manufacturer: _____ Model: _____

Serial/VIN Property No.: _____

EQUIPMENT TRANSFER/RELOCATION

Transferred From Department: _____ Department Approval: _____

Transferred To Department: _____ Department Approval: _____

New Location- General: _____ New Location-Specific: _____

New Assigned Employee: _____

Comments: _____

EQUIPMENT DISPOSAL

Method of Disposal:

Destroyed ☐ Theft ☐ Traded ☐ Trade-in Value: _____

Lost ☐ Salvage ☐ Sold ☐ Sale Amount: _____

Donation ☐

Comments: _____

Department Approval: _____ Date: _____

Entered By: _____ Date: _____