

**University of Pittsburgh
Financial Records Services
ASSET TRANSFER**

► EXISTING DATA (TRANSFERRED FROM) ◀

Building _____ Room _____ Asset Number _____

Asset Description _____

Serial Number _____ Department Number _____

Transfer to *Surplus Property*? **Y** **N** P. O. Number _____

Comments : _____

Prepared By : _____ Date : _____ Phone: _____

Authorized By : _____ Date : _____ Phone: _____
(Administrator, Dean, or Chairperson)

Print Name of Authorized Signature : _____ E-mail: _____

► NEW DATA (TRANSFERRED TO) ◀

Building _____ Room _____ Department Number _____

Responsible Person _____ Transfer Date : _____

Comments : _____

Prepared By : _____ Date : _____ Phone: _____

Authorized By : _____ Date : _____ Phone: _____
(Administrator, Dean, or Chairperson)

Print Name of Authorized Signature : _____ E-mail: _____

► FINANCIAL RECORDS SERVICES USE ONLY ◀

Acquisition Date ____ / ____ / ____ Asset Life (in months) _____

Acquisition Cost _____ . ____

Accumulated Depreciation _____ . ____

Net Book Value _____ . ____

Research Accounting Authorization (if applicable) _____ Date : _____

Processed By

Date :

FORM 0092 (1299) PROCEDURE 05-10-01