

TEMPORARY FIXED ASSET TRANSFER NO. 16439

SHIPPING

RECEIVING

Unit: \_\_\_\_\_

Unit: \_\_\_\_\_

Dept: \_\_\_\_\_

Dept: \_\_\_\_\_

OUTSIDE VENDER:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone: \_\_\_\_\_

Shipped by: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

T.D.C. Number: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Property Description: \_\_\_\_\_

REASON FOR TRANSFER:

- Temporary Loan
- Repair (explain)

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPERTY TRANSFER DELAY:

This transfer is valid for 45 days from date of transfer. Renewal is necessary after 45 days by contacting the receiving location and recording the new expected return date on this transfer.

Person contacted \_\_\_\_\_ Date \_\_\_\_\_ Expected Return Date \_\_\_\_\_

Person contacted \_\_\_\_\_ Date \_\_\_\_\_ Expected Return Date \_\_\_\_\_

RESERVED FOR PROPERTY RETURNED:

- Loan
- Repaired
- Unrepaired (explain)

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECEIVED BY SHIPPING LOCATION

RETURNED BY RECEIVING LOCATION

Signed \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Distribution: When Shipped  
Returned

Distribution: when Property

11.10-2.1  
(02-01-91)

- Yellow: Shipping Dept - File Copy  
Receiving location - File Copy  
White, Pink, Blue: To receiving location with property  
Signed-send to initial shipping location with property
  - Blue: Signed - Mail to shipping dept.  
return to initial receiving location  
White, Pink: Hold until property returned
- BU-89 (Rev. 5/86)**

- Pink: Initial  
White:  
White: Signed-

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