

Fixed Assets Control
Change in Fixed Asset Status
Office of the Comptroller, Fixed Assets, 2100 M Street, N.W.

Date: _____

Fixed Asset Tag Number: _____

Equipment Description _____

Name of Department/Grant/Contract _____

Requestor _____

Oracle Alias _____

Email _____

Phone _____

Grant (if applicable): Project / Task / Award _____

Request to: **Transfer Assets within The George Washington University**

From: Building _____ Room _____ Oracle Alias _____

To: Building _____ Room _____ Oracle Alias _____

Name of Property coordinator after transfer: _____

Request to: **Sell or Donate Assets**

Donated / Sell to: _____

Net Sale Proceeds: \$ _____

Request to: **Send Assets to Warehouse**

Circle one: Scrap Condition Usable Condition

Date Picked Up: _____ By (name): _____

Received by Warehouse (name): _____

Report of : **Lost or Stolen Assets**

Lost

Stolen

Date Campus Police Department notified: _____

(Attach copy of police report)

Report of : **Disposed Assets**

Reason for Disposal: _____

Where Disposed: _____

Authorized by(department): _____

Approved by: (comptroller) _____ **Input by: (comptroller)** _____ **Date:** _____