FRANKLIN COUNTY FIXED ASSET TRANSFER FORM

Anytime an asset item is moved to surplus, discarded, or transferred to another agency or location, complete this form and send a copy to Kimberly Kershaw, Public Facilities Management (525-6102) and Frank Marsh, Auditor's Office (525-3380). For questions on surplus items, call Kimberly Kershaw .

Transferring Agency Name	Contact person			
Authorized signature	Phone	Date		
Receiving Agency Name	Contact person	Contact person		
Authorized signature	Phone	Date		

County Asset Tag #	Item Description	Manufacturer/ Model	Serial #	Was Asset Disposed (D),Transferred (T), Retired (R) or Sold (S) & Date completed	Location Floor/Room from/to	PFM use (Moved by)