

**RESA 1 FIXED ASSET INVENTORY
TRANSFER AND RETIREMENT**

TO BE COMPLETED BY THE ORIGINATOR

Mark One Transfer To: _____ Retire: _____
Property Tag Number:
Serial Number:
Item Description:
Current Location:
Reason for Transfer or Retirement:
Originator's Signature: _____ Date: _____

TO BE COMPLETED BY CENTRAL OFFICE

Date Asset Received from the Location:
Method Received: _____ (D- District Pick-up, V-Vendor Pick-up)
Transferred to:
Date Transferred or Disposed:
Date Entered into Property Record:
Comments:
Fixed Asset Manager's Signature: _____ Date: _____