

Douglas County Fixed Asset Status Form—Transfer of Asset

In order to maintain accurate records of Douglas County's assets, this form is required to be completed when an asset is transferred from one county department to another county department.

1. The department that originally had custody of the item will fill out the first section (yellow) of the form and email to the receiving department with a cc to the Elected Official/Department Head of each department.
2. The receiving department's fixed asset custodian will complete the pink section of the form.
3. The form will then be emailed to the Clerk/Comptroller's office with a cc to the Elected Official/Department Head of each department.
4. The Clerk/Comptroller's office will enter the asset information into the Oracle Fixed Assets system.

Transfer of asset section—to be completed by originating department:

Description of item: _____

Tag #: _____ Asset #: _____ Manufacturer: _____

Model: _____ Serial Number: _____

From: Oracle Org #: _____ Dept: _____

Name of county employee authorizing transfer: _____

Date of transfer: _____

To be completed by the receiving department:

Date of transfer: _____

Transferred to Oracle Org #: _____ Dept: _____

Location of item: Building: _____ Room #: _____

Name of county employee receiving asset: _____

To be completed by the Clerk/Comptroller's office:

Purchase Order #: _____ Asset #: _____

Date entered into Oracle Fixed Asset system: _____

Entered by: _____