

GILLESPIE COUNTY

Transfer of Fixed Asset Notification Form

SCAN AND EMAIL SIGNED FORM TO: auditor@gillespiecounty.org

The purpose of this form is to notify the Auditor's Office of the change in site, assignment, room or building of a Gillespie County tagged asset assigned to your department.

Date: _____ Asset ID Number (Tag) _____

S/N _____ Description _____
(ex. Opti 7010, Lat E3340, iPad)

Old Location:

Dept Name: _____ Location: _____

Assigned to: _____ Room: _____

New Location:

Dept Name: _____ Location: _____

Assigned to: _____ Room: _____

If an item is moved from one department to another, signature of the new assignee/Dept Head is required.

New Assignee/Dept Head Signs here: _____

Notes/Comments

Completed by Auditor's Office: