

# Fixed Asset Changes

Disposal/Transfer Date: \_\_\_\_\_ Name: \_\_\_\_\_

Tag #: \_\_\_\_\_



Dispose

Transfer

Old Location: \_\_\_\_\_

New Location: \_\_\_\_\_

Old Sub Location: \_\_\_\_\_

New Cost Center: \_\_\_\_\_

Description: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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