

Instructions for the Within a Department Transfer

• Section I: Department Transferring Asset

- Department - Name of department transferring the asset
- Department Index - Department Index of the department transferring the asset
- First and Last Name - The name of the person preparing the transfer
- Email - The email of the person preparing the transfer
- Phone - The phone number of the person preparing the transfer
- Today's Date - The date the transfer was prepared

• Section II: Asset Information

- MWSU Tag# - It is the 5 digit "yellow" bar code and/or metal tag.
 - The "yellow" bar-code tag will say "Property of Missouri Western State University"
 - The "grey" metal tag will say "Missouri Western State College"
 - Some assets have both a "yellow" tag and "grey" metal tag on them, either number is acceptable.
- Asset Description - The Description of the asset that includes the Model Name and Number
 - Example = Dell Optiplex 780 Computer
- Serial Number - The serial number is a number put on the asset by the manufacture
 - Use the "Service Tag" number for all Dell products (computers, laptops, etc.)
 - Serial numbers for Apple products can also be found by clicking on the "Apple" in the top left corner.
- New Building Name - The name of the building the asset will be located in once the physical transfer is completed
- New Room # - The room # the asset will be located in once the physical transfer is completed
 - All rooms on campus are numbered.
- New Suite Letter - Many locations on campus are broken up into suites. If a location is broken up into suites each suite has a letter.

• Section III: Responsible User Information

- Enter first and last name of person authorized to transfer the asset. must be assigned. This is the person who has physical custody of, or who is responsible for, the assets.

• Section IV: Authorization/Signature

- Click box to fill in authorized person to transfer assets.
- Authorized transfer signature by department head.

Once the form has been completed forward the original transfer form with the required signature to the Capital Asset Accountant in Popplewell 115.

Please call the Capital Asset Accountant, X4576 for questions regarding this form or instructions.