



Asset Department Transfer

Issued 28/03/2019

PART A: ASSET DETAILS

Date: _____

Requested by: _____

Area: ☐ Admin ☐ Environmental ☐ Djama ☐ Civil ☐ RDA
☐ Workshop ☐ Essential Services ☐ Other _____

PART B: ASSET PARTICULARS

Asset Number :

Description:

Has a Rate review been done: YES / NO

PART C: TRANSFER DETAILS

Reason for Transfer: _____

Proposed Department: _____

PART D: SIGN OFF

CFO

_____/_____/____

Date _____

CEO

_____/_____/____

Date _____

- | | |
|---|--|
| <input type="checkbox"/> Copy in Asset File | <input type="checkbox"/> Update FleetMex Asset Tree and Department |
| <input type="checkbox"/> Update Insurance Workbook | <input type="checkbox"/> Update Reckon Item Listing |
| <input type="checkbox"/> Update Depreciation Register | <input type="checkbox"/> Notification Email Send |
| <input type="checkbox"/> Update Service Sheet | <input type="checkbox"/> Update Fuel Sheet |